

## **SECTION F**

### **FACILITIES DEVELOPMENT**

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## F3510 **Facilities Development Goals**

Two general types of facilities are constructed and utilized by the District, those for use in the instructional program and those for other purposes such as administration, instructional resources, and ancillary services. Buildings used for instruction constitute one of the most important resources of instruction. Their adequacy of space and their specific design features either contribute to or detract from the quality and scope of learning. Priority in the development of facilities shall be based on identified educational needs and on programs developed to meet those needs. School buildings shall be designed with maximum potential for community use.

## F3520 **Facilities Development Priority Objectives**

In accordance with its stated goals concerning facilities development, the Board endorses the following priority objectives:

1. A long-range facilities plan will be developed based on enrollment projections, estimates of obsolescence for current facilities, estimates of major renovation needs, and projections of program needs. The plan shall project facility needs and costs for at least five to ten years.
2. Whenever the need and feasibility of a facility is determined, a committee comprised of Board members, administrators, teachers, support staff, and citizens shall be appointed to work with a consultant trained in the development of educational specifications. Whenever the facility involves instruction in grades 7-12, students shall be added to the committee. The educational specifications shall (a) appropriately reflect program decisions and plans, with sufficient flexibility to permit future program modifications and improvements; and (b) provide adequate guidelines from which architects can develop the needed designs for facilities.
3. All architectural work for facilities expansion shall meet the following requirements:
  - a. The Superintendent or his/her designee shall evaluate plans specifically and thoroughly, as to how well they incorporate and meet educational specifications for the facilities, They shall not be accepted unless judged as adequately meeting those specifications.
  - b. Alternatives shall be provided, especially in the general layout of facilities, from which the District may select that plan which appears best to meet program needs.

## F3550 **Facilities Capitalization Program**

The Board may submit at any regular school election, or at a special election called for the purpose, to the qualified electors of the District, the question of contracting a bonded indebtedness for the purpose of erecting or furnishing school buildings or purchasing school sites. Before such a bond election, specific needs for facilities shall be clear to the general public and careful estimates shall be made as to the amounts required for the sites, buildings, and equipment.

Following approval by the voters, the bonds to be issued are advertised and issued in full compliance with all applicable federal and state bond and tax laws and regulations.

## **Bond Campaigns** F3560

It is the policy of the Board to activate a citizens advisory committee to examine building needs in advance of any building program so that the committee may make its findings known both to the Board and to the public.

While the Board may, and should, provide the public with information on school building needs, it may not use District funds to advocate “yes” votes on bond issues.

## **Educational Specifications** F3600

Whenever the Board has determined that new construction or extensive remodeling is needed, the Superintendent shall initiate a project to develop a set of comprehensive educational specifications for the architect. These specifications, which shall then be discussed in conferences with the architect, shall include:

1. Information concerning the plan of 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 an indication 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 affecting planning.

## **Selection of Architect** F3610

New ideas for building construction and design are emerging every day in modern architecture. No single architect or firm of architects can be expected to know or to have experienced all new developments. Appointment of several separate architects or architectural firms will produce a wider range of experience and talent encouraging a progressive development of better and more efficient alternate plans.

In selecting architects the following criteria will be considered:

1. Training and experience, including that of partners and associates, either with the Bay City School District or elsewhere.
2. Planning ability and promptness.
3. Specification writing, accuracy, and sufficiency of detail.
4. Design, appearance, and utility.
5. Inspection of job effectiveness.
6. Relation with contractors.
7. Experience with government agencies.

The architect contributes to the building program as follows:

1. Advice and assistance in the selection of a site.
2. Assistance in determining the physical requirements of the project and developing preliminary budgets.

3. Preparation of preliminary sketches and studies incorporating educational specifications.
4. After thorough review, preparation of detailed drawings, plans, specifications, and contracts for the project.
5. Assistance in obtaining approval by the State Department of Education for building aid.
6. Preparation of necessary forms and information to advertise the project for bid, assistance in bid opening, advice to the committee on awarding the contract.
7. Supervision and administration of the construction phase of the project.
8. Certification of payments to the contractor, advice as to final acceptance of the building.
9. Authoritative, professional presentation of the building program to the public, especially with regard to costs and details of construction.

#### F3650 **Site Acquisition Procedure**

Priorities based upon student population, location, topography, and educational needs shall be established well in advance in order that proper locations for school sites might be acquired. Sites shall be acquired in advance of time for construction to allow adequate time for the completion of preliminary work. Eminent domain action for the acquisition of property for school site purposes shall be executed only after negotiations fail and all other avenues to the solution have been exhausted.

#### F3680 **Construction Contracts Bidding and Awards**

Upon the approval of working drawings and specifications by the Board and State agencies, the Board shall solicit bids to be submitted on or before a specified time at the Office of Facilities and Support Services. Each bid will be accompanied by a certified check or a bank draft in the amount of 5% or a bidder's security bond in the amount of 10% of the total bid. The advertisement shall state that the Board reserves the right to reject any or all bids and to re-advertise the project if necessary.

The architect shall take the responsibility for preparing the advertisements, bid forms, bid bonds forms, performance and payment bonds, and forms of agreement between the Board and the successful bidder(s). Upon receipt of bids, they will be opened publicly and entered in the minutes of the Board. The architect shall assist the Board and school personnel in analyzing the bids. The architect's advice on awarding the contract is of particular value with respect to legal aspects of contract provisions which regulate alterations, extras, nonperformance, damages, and security bonds.

#### F3700 **Contractors' Fair Employment Clause**

Contractors and subcontractors are required not to discriminate against any employees or applicant for employment, to be employed in the performance of this contract, with respect to hiring, tenure, terms, conditions, or privileges of employment because of race, color, disability, sex (gender), marital or familial status, sexual orientation, religion, national origin, ancestry, or age. Breach of this covenant may be regarded as a material breach of the contract or purchasing agreement as provided in the Michigan Fair Employment Practices Act and may be processed thereunder.

Each contract shall contain the above paragraph.

**Change Orders** F3730

1. A change order shall be defined as any modification in the original contract involving the expenditure of funds above and beyond the contract language, be it identified as a bulletin, a contract modification order or a field work order.
2. All change orders must be approved and recommended by the architect in writing to the Board's designee for approval.
3. Change orders recommended by the architect to the Board's designee must be approved. It is the responsibility of the designee to obtain approval of the Superintendent before authorizing change orders whenever practicable.
4. All change order requests will be promptly acted upon by the Board at the first regular meeting following the issuance of the order. They will have been spelled out in writing and communicated to the Board beforehand.
5. Within the limitations of the contingency fund(s), change orders may be authorized up to a maximum of \$5, 000 by the Board's designee. Any change orders beyond that said maximum will require authorization by the Board resolution as soon as practicable.
6. In circumstances where any change order above the \$5, 000 is deemed necessary in order to meet a critical path time schedule, the Superintendent will consult with the president of the Board and may with the president's approval poll the Board by telephone. If determined by the president, a special meeting will be called to formally act upon the change order when deemed appropriate.

**Board Inspection and Acceptance of New Facilities** F3740

It shall be the policy of the Board that the acceptance of new construction will be withheld until all details are complete and the buildings are certified as complete by the Superintendent.

**Staff Orientation to New Facilities** F 3760

Staff orientation to a new school building will begin with the participation of staff members in the research for the planning of the building. When educational specifications for a new building include program changes, arrangements shall be made for appropriate training of staff members so they will be adequately prepared for implementing the desired changes.

**Temporary School Facilities** F 3800

Because rented facilities are likely to be inadequate for public school purposes, it is the aim of the Board to have sufficient facilities to meet the needs of school enrollment and the school program. If circumstances require immediate space not available in public school buildings, facilities will be rented only as a temporary emergency measure.

As population matures or shifts within the School District, certain school buildings and grounds may no longer be needed and should be recycled for the benefit of the public which originally acquired the property. In determining which facility is to be retired for school purposes, the Board will be guided by this combination of factors:

1. Educational flexibility. Which school building is least adaptable for housing a modern and flexible educational program?
2. Neighborhood. Which school building is most isolated in terms of proximity to the residences of students ?
3. Cost. Which school building represents the highest cost in terms of upkeep and maintenance?
4. Enrollment projections for the attendance area. What are the trends in population growth and enrollment increases or decreases?

The Board will seek both professional advice and the advice of the community in making its final determination as to the retirement of any school facility.

#### F3910 **Naming of Facilities**

When the Board determines that it is necessary to consider naming or renaming of a facility, portion of a facility, room, or any other property owned by Bay City Public Schools, the Superintendent shall appoint a committee. The committee shall be made up of parents, students, and employees of the affected facility or property or any other membership of persons most affected by this decision. A board member may also be represented on the committee at the discretion of the Board. The Superintendent or designee shall chair the committee. The committee shall solicit and consider all requests and submit up to 3 names to the board.

The Board shall not change the name of any facility or property without giving the opportunity for those living in the community and the school district to have input into the decision of the Board.

The Board shall make the final determination following a recommendation from the committee and input from the community.