

## **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 Seymour R-II 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.

## **FACILITIES DEVELOPMENT**

**Policy 7120**

### **Facilities Planning and Design** **Procurement of Architects, Engineers, and Land Surveyors**

The Seymour R-II School District may need to engage the services of an architect, engineer, or land surveyor when capital improvement or other District needs arise. The District recognizes that hiring architects, engineers, or land surveyors who have performed acceptable work for the District in the past promotes continuity, efficiency, and quality. The District also recognizes that a construction contractor retained by the District may wish to work with a particular architect, engineer, or land surveyor with whom it has a solid working relationship. It shall be the formal practice of this District to observe the following procedures when the District determines that architectural, engineering, or land surveying services are needed.

When the District determines that it may need to engage the services of an architect, engineer, or land surveyor, the Board of Education shall first attempt to select and conduct contractual negotiations for such a service with a professional who falls within one of the two following categories: (1) any architect, engineer, or land surveyor who has contracted previously with the District to provide services to the District; or (2) any architect, engineer, or land surveyor who has been recommended to the District by a construction contractor with whom the District is familiar.

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**Policy 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.

**FACILITIES DEVELOPMENT**

**Policy 7140**

**Facilities Planning and Design**  
**Naming New Facilities**

When a school is to be named, the Superintendent will appoint a committee as directed by the Board of Education to study the circumstances and make a recommendation to the Board.

## **FACILITIES DEVELOPMENT**

## **Policy 7210**

### **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, 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.

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**Policy 7215**

**Facilities Construction**  
**Construction Cooperative Projects with Municipalities**

The Board of Education may enter into an agreement with the County in which the District is located, or with a city, town, or village, wholly or partially, for specific construction projects. Such projects may include acquisition, construction, improvement, extension, repair, remodeling, renovation and financing of sites, buildings, facilities, furnishings and equipment for use of the school district for educational purposes.

Such agreements may provide for the present or future acquisition of an ownership interest in such facilities by the District by means of lease, lease purchase, option to purchase or similar arrangements. In addition, the agreement may provide for a joint venture with the municipal authority to share the costs of acquisition, construction, repair, maintenance and operation of such facilities.

The District may wholly own such facilities or may acquire a partial interest along with an eligible municipal entity with which the agreement was executed.

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**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 of Education will direct the superintendent to have the issue studied with pertinent information provided before a final decision is made.