

CONSTRUCTION

ARTICLE 7

SERIES 7000

0. Concept and Roles in Construction	7000
1. Planning	
A. Determining Needs	7110
1. Projecting Educational Programs	7111
2. Forecasting Enrollments	7112
3. Evaluating Existing Buildings	7113
4. Developing Educational Specifications	7115
B. Patterns for Participation	
1. Involving the Public	7122
2. Using Educational Consultants	7123
C. Administrative and Legal Services	
1. Administration of Individual Projects	7132
2. Services of School Attorney	7133
D. Relations with Other Governmental Units	7150
2. Designing	
A. Architectural and Engineering Services	7210
1. Selection	7211
2. Services	7212
3. Fees	7213
B. Site Development	
1. Acquisition	7222
3. Financing	
A. Method of Financing	
1. Issuance of Bonds	
a. Temporary Investment of Proceeds	7311.25
2. Accumulation of Reserve Funds	7313
B. Payments to Architects, Engineers, Contractors	
1. Final Payment	7343
4. Construction	
A. Bids	
1. Awarding Contracts	7418
B. Contracts	7420
C. Change Orders	
1. Justification	7431
D. Protection and Guarantees	
1. Surety Bonds	7441
E. Supervision	7450
1. Central Administrative Officers	7451
2. Clerk-of-the-Works	7453
3. Records and Reports	7460
5. Occupying	
A. Inspection of Completed Project	7520
B. Acceptance of Completed Project	7530
C. Assembling and Preserving Important Documents	7540
D. Dedication of Project	
1. Naming of Facility	7551

CONSTRUCTION

Determining Needs

7110

The significance of providing school facilities that enhance the district's educational program is recognized by the board. To assure a comprehensive approach to projecting and planning needs, at least the following aspects of need will be considered:

1. The expanding and changing educational program of the district
2. Relations with the total community, and projected developments in those relationships over the years
3. Plant and site aesthetics as they affect the education of pupils and feelings of people about their schools
4. Changing make-up of our population such as age distribution and educational levels
5. Community planning and zoning
6. Financial ability of the school district
7. Safety and welfare of pupils
8. Relationship between the projected new facilities and those already in existence
9. True economy reflecting full value for each tax dollar expended, including energy and efficiency of operation considerations

The superintendent of schools is directed to establish such administrative arrangements as he may consider necessary to determine such needs. In so doing he may draw upon a wide range of resources including the area utility, commercial, industrial, and governmental entities, as well as the district staff and educational consultants.

CONSTRUCTION

Projecting Educational Programs

7111

Projecting educational programs shall be the general responsibility of the superintendent and staff, augmented by recommendations of selected educational program committees.

Planning for new school construction shall incorporate program recommendations, subsequently approved by the board. Flexibility shall be maintained to accommodate anticipated changes in the educational program.

CONSTRUCTION

Forecasting Enrollments

7112

Methods for forecasting enrollment shall consist of the following:

1. Public facility plan projections
2. Periodic student census
3. Principals' report for current and projected enrollment
4. Review and evaluation of proposed rezoning
5. Review of approved building permits
6. Information submitted by builders and developers
7. Reports indicating anticipated and approved number of dwelling units resulting from submitted site plans
8. School census district data on non-students

CONSTRUCTION

Developing Educational Specifications

7115

To insure that facilities being planned are designed best to implement the educational program, the superintendent will provide for the establishment of educational specifications to apply when planning and building school facilities.

The educational specifications will include at least the following:

1. Description of the pupils to be housed
2. The kinds of educational activities to be carried on
3. The kinds and amounts of furniture and equipment needed
4. The relationships among areas of plant and site
5. Special site considerations such as aesthetics, traffic patterns, cooperative community use
6. Any other kinds of unique information that will give guidance to an architect in arriving at a solution

Legal Reference: 79-441 District board; property; care and custody; hiring of superintendent, teachers and personnel
 79-443 District board; schools; supervision and control

Educational specifications are written after consultation and study with teachers, administrators, consultants, maintenance technicians, and citizens. Upon completion, specifications are reviewed by the appropriate faculty members affected by the specifications, presented to the board and then presented to the architect.

Generally, the content of a set of educational specifications would include all or part of the following items but not be limited to:

- I. A statement of the educational philosophy as it pertains to the specific construction project
- II. Community and school characteristics
 - A. What is the plan of organization and expected enrollments of the school?
 1. Grade levels
 2. Maximum expected enrollments with trends and projections, if necessary
 - B. What is the construction plan for this facility?
 1. Is it to be an addition, complete unit, expandable unit, or a phased program leading to a complete facility?
 - C. What special services are to be provided?
 1. Guidance programs
 2. Social workers' programs
 3. Provision for exceptional children
 4. Other
 - D. What special provisions are needed for community use?

1. Cooperative park/ school arrangement
 2. Parent-teacher associations
 3. Community athletic programs
 4. Civil defense
 5. Others
- E. To what extent will the adult educational program use this facility? What provisions might be made to implement this program?
- F. To what extent will the students be transported and what facilities must be included to handle this service adequately?
- G. What cafeteria services are to be provided and what is the maximum number likely to be served?
- H. What is the policy regarding multiple use of spaces?
- I. Other pertinent data relating to the project?
- III. Site characteristics
- A. What site considerations should be made for this project?
1. Site size and location defined
 2. Recommended building orientation:
 - a. Service drives
 - b. Parking requirements for staff, students, and public
 - c. Sidewalk and other approaches
 - d. Outside lighting
- IV. Requirements of the physical plant
- A. What instructional spaces are required?
1. The elementary school: Each space to be described by
 - a. number of spaces required.
 - b. floor area needed.
 - c. location in respect to other facilities.
 - d. activities requiring special type of construction.
 2. The secondary school: A statement of instructional purpose is to precede the description of each specialized area. Each classroom space is identified by
 - a. the number of spaces required.
 - b. floor area needed.
 - c. location in respect to other facilities.
 - d. special construction requirements for certain facilities (soundproofing, additional ventilation, etc.)

Developing Educational Specifications (con't)

7115

- B. What non-instructional spaces are required? (elementary and secondary)
 - 1. Each space to be identified
 - 2. Number of facilities required
 - 3. Floor area requirements

- C. Orientation of spaces
 - 1. Relationship between instructional and non-instructional spaces
 - 2. Relationship of spaces to site
 - 3. Interrelationship between instructional areas

- D. Environmental controls
 - 1. Lighting quantity and quality
 - 2. Acoustical properties and noise control
 - 3. Aesthetic qualities interior and exterior
 - 4. Heating and/ or cooling
 - 5. Ventilation
 - 6. Properties of floor, wall, and ceiling finishes
 - 7. Color- in certain instances
 - 8. Safety requirements

- V. What additional information or comments are necessary to further interpret the educational program into an efficient school building?

Legal Reference: 79-441 District board; property; care and custody; hiring of superintendent; teachers and personnel
 79-443 District board; schools; supervision and control

CONSTRUCTION

Involving the Public

7122

Educational programs of needs which require consideration of new construction, renovation, or remodeling, and/ or innovations to educational methods shall be discussed in public at regular board meetings and/ or with local citizen groups or selected committees.

1. Committees may be appointed by the board to study specific areas of educational interest or planning.
2. Meetings may be scheduled as necessary to permit the public to present its views on matters affecting the particular community or school.
3. Central administrative staff shall be available on request to supplement the board during public presentation of matters involving educational planning.
4. Visual aids, consisting of drawings, sketches, renderings, models, maps, charts, and other statistical presentations, shall be provided for use at public meetings.

CONSTRUCTION

Using Educational Consultants

7123

Consultants and other appropriate resource personnel from state agencies, colleges, universities, planning laboratories, and consulting firms may be used to augment school system personnel when needed and authorized by the superintendent of schools.

CONSTRUCTION

Administration of Individual Projects

7132

Planning Checklist for the Development of Individual Projects

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 to each need by school and by total school district
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 by principal and consultants
15. Revise preliminary drawings
16. Preliminary drawings reviewed by:
 - a. State fire marshal
 - b. City fire officials and city engineer
 - c. School board buildings and grounds committee
 - d. School board
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

Administration of Individual Projects (con't)

7132

22. Working drawings reviewed by:
 - a. State fire marshal
 - b. City officials and city engineer
 - c. Fire underwriters
 - d. School board representative
23. Approval by school board
24. Development of detailed drawings
25. Review and revision of detailed drawings
26. Contract preparation
27. Contract out for bids
28. Bids received
29. Bids awarded
30. Work start or ground breaking
31. Work:
 - a. ¼ complete
 - b. ½ complete
 - c. ¾ complete
 - d. complete
 - e. Payments to be made according to contracts negotiated and work completed
32. Preliminary inspection
33. Project occupied by owner
34. Dedication
35. Final inspection
36. Construction accepted by school board

CONSTRUCTION

Services of School Attorney

7133

The services of the school attorney shall be available for legal counseling on matters pertaining to site acquisition, easements, dedications, contracts, contract payments, liens or claims, and such other matters as may arise.

Legal Reference: 79-5, 140 Legal services; payment authorized

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.

Legal Reference: 79-4, 150 Legal services; payment authorized

CONSTRUCTION

Relations with Other Governmental Units

7150

The board will work with state and federal agencies as prescribed by law, and will in addition cooperate with all governmental units in order to provide the best possible school facilities while obtaining the greatest efficiency and economy in the use of the tax dollar.

CONSTRUCTION

Architectural and Engineering Services

7210

The board shall employ certified architects and engineers, at approved fees, to perform professional services for projects involving planning design or study in specialized fields, such as site development, plumbing, heating, air conditioning, structural, foundations, electrical, communications, and others.

CONSTRUCTION

Selection

7211

Architects or engineers for specific construction projects shall be recommended by a selection committee to the board of education through the superintendent of schools. Members of the selection committee shall be appointed by the board and shall include the superintendent and board of education buildings and grounds committee.

The guidelines established for selection shall be as follows:

1. The architect or engineer must possess the school design experience necessary for the work.
2. The architect or engineer must have the needed technical knowledge to control the design of the structure in order to secure the best results without waste of space or money.
3. The architect or engineer must have the executive or business ability to compel the proper performance of contracts.
4. In special situations, such as facilities for the handicapped, etc., he or she must have successfully done work of like character from which ability may be inferred.
5. Honesty, integrity, and fiscal responsibility are considered essential to the prudent use of school bond funds.
6. The architect or engineer must have demonstrated the design ability (creativity) for the planning of a good school and the creation of aesthetic qualities.
7. The architect or engineer must have the staff necessary for the task, and this staff must be organized to provide adequate supervision and perform the other functions in a satisfactory manner.
8. The architect or engineer must have the ability and temperament to work cooperatively with others in the building program.

Legal Reference: 48-443
81-855

Building plans; duties of draftsmen; violation; penalty
Engineers and architects; public buildings; supervision by
registered engineer or architect required; exception

CONSTRUCTION

Services

7212

The services provided by the architect or engineer shall be:

1. to develop appropriate designs for facilities that meet the educational needs within the budget of the board.
2. to prepare feasibility studies for additions, alterations, or renovations to existing buildings.
3. to provide consulting services on technical matters or in support of legal proceedings or public hearings.
4. responsible for all technical services included in the owner-architect or owner-engineer agreement.
5. available for such other services as required by the board within the scope of an agreement.

CONSTRUCTION

Fees

7213

The payment of architectural or engineering fees shall follow such standards as are consistent with good business practice.

CONSTRUCTION

Acquisition

7222

Property acquisition for school purposes shall generally proceed in the following manner:

1. The property shall be appraised at current market value by two competent appraisers.
2. Negotiations with the owner on the basis of the appraisals shall be made.
3. The purchase shall be consummated or condemnation proceedings shall be instituted.
4. The property shall be cleared of all structures as rapidly as possible.

Legal Reference:	79-401	School district; body corporate; powers
	79-503 to	
	79-506	Re: school sites
	79-4107	Eminent domain
	79-4114	Eminent domain; amount and character of lands, etc.
	79-4, 153.01	Real property; acquisition; instructional purposes; construction of buildings; limitations

CONSTRUCTION

Temporary Investment of Proceeds

7311.25

Money obtained from the sale of bonds may be invested in checking accounts, savings accounts, time deposits or as otherwise prescribed by law. The interest accruing on such investment shall be credited to the fund from which funds were invested.

Money should be invested only in such accounts or securities as will become due and payable on or before the date when funds are needed to pay obligations against such funds. All such transactions shall be by board resolution.

CONSTRUCTION

Accumulation of Reserve Funds

7313

The board may authorize an annual tax not to exceed the amount prescribed by law for the capital outlay fund of the district. Money received from the sale of bonds shall also be placed in this fund. Money can be expendable only for purposes prescribed by law.

CONSTRUCTION

Final Payments

7343

Final payment for architectural and/ or engineering services may be rendered when the project is substantially complete, as certified by the architect or engineer, and is ready for occupancy and the use for which it is intended.

CONSTRUCTION

Awarding Contracts

7418

Recommendations for the awarding of contracts shall be initiated by the superintendent, who shall recommend the contract award to the Board of Education.

CONSTRUCTION

Contracts

7420

Contract forms shall be prepared by the administrative staff and be approved by the board of education. Such forms shall be designed in accordance with the state law as to format, terminology, and methods of execution.

Adopted: 7-25-83
Amended:

Chadron Public Schools
Chadron, Nebraska

CONSTRUCTION

Justification

7431

The district may make changes in the scope of the work required to be performed by the contractor by making additions or omissions without invalidating the contract, without relieving or releasing the contractor from any of his or her obligations under the contract or any guarantee given by him or her pursuant to the contract provisions, without affecting the validity of the guaranty bonds, and without relieving or releasing the surety or sureties of the bonds. All such work shall be executed under the items of the original contract unless expressly provided otherwise.

If applicable unit prices are not contained in the agreement, the architect shall, before ordering the contractor to proceed with desired changes, request an itemized proposal covering the work involved in the change after which the procedure shall be as follows:

1. If the proposal is acceptable, the architect shall prepare the change order for acceptance by the contractor.
2. Each change order shall include in its final form:
 - a. A detailed description of the change in the work
 - b. The contractor's proposal (if any) or a conformed copy
 - c. A definite statement as to the resulting change in the contract price and/ or time
 - d. The statement that all work involved in the change shall be performed in accordance with contract requirements except as modified by the change order
3. No extra work shall be done nor any obligation incurred for payment except upon a written order fully signed by the owner's representative and approved by the board of education. Such order shall state the cost of such extra work will be provided by the district.

CONSTRUCTION

Surety Bonds

7441

Whenever any contract is entered into for the construction of public improvement, the contractor shall be required, before commencing such work, to furnish surety in an amount not less than the contract price, for the faithful performance of such contract. Such bond shall contain such provisions as are required by statute, and be in a form prescribed and required by the school district.

CONSTRUCTION

Supervision

7450

General responsibility for supervision of construction projects shall rest with the architect or engineer but may be supplemented by personnel from the school system.

CONSTRUCTION

Central Administration Officers

7451

The superintendent of schools shall direct the development of new school plant facilities.

CONSTRUCTION

Clerk-of-the-Works

7453

The board may provide supervision through a building inspector (clerk-of-the-works) on a continuous or intermittent basis, depending on the size of the project, as required by state regulations.

The clerk-of-the-works shall be responsible to the superintendent and the board for the supervision of all new building construction. Specific duties are as follows:

1. To supervise daily all board construction work in progress
2. To coordinate the work of the general contractor and other contractors to facilitate the progress of the construction
3. To inspect all construction as it progresses, with authority to stop work of any kind pending a final decision of the architect and board
4. To work with the architect, board and contractors to insure full compliance of the plans and specifications
5. To cooperate and assist the maintenance department in the operation of facilities due to the knowledge and experience obtained during the installation and operation of the equipment during construction
6. To act as liaison member between local officials, fire department, building and plumbing inspectors
7. To initiate, schedule and prompt installation of electric, gas and water utility services
8. To recommend and advise board with respect to equipment, services and facilities to be incorporated in new construction
9. To study and review continuously new construction methods, procedures, materials and installations to insure practical, economical results in planning new facilities

CONSTRUCTION

Records and Reports

7460

Adequate records shall be maintained by the board representative, architect and/ or engineer of all new construction as an aid to administration and as a history for maintenance purposes. Standard forms, reports and all forms of correspondence shall be utilized to achieve this purpose.

CONSTRUCTION

Inspection of Completed Project

7520

Completed projects shall be inspected in accordance with the contract for architectural services. Administrative staff inspections shall include those conducted by the superintendent or others as designated by the board. Recommendations shall be made for the acceptance of the building to the board by the superintendent.

CONSTRUCTION

Acceptance of Completed Project

7530

The board shall in no case finally accept any new school building or the remodeling of any building unless or until compliance on the part of the contractor with the provisions of the contract, and it shall not make payment to such contractor of the retained percentages or of the final payment on such contract until the same is accepted.

CONSTRUCTION

Assembling and Preserving Important Documents

7540

All documents pertaining to the planning and construction of the facility shall be preserved in the office of the superintendent. "As Built" plans shall be filed with the superintendent. Subsequent changes to any buildings shall be filed with the superintendent.

CONSTRUCTION

Naming of Facility

7551

Responsibility for making nominations of names to the board will reside in a joint committee of the board and the professional staff.

Board representatives will be appointed by the chairman of the board. Staff representatives will be designated by the superintendent.

The joint committee will develop and recommend to the board a consistent plan for the naming of schools.