

TABLE OF CONTENTS

SECTION F - FACILITIES PLANNING AND DEVELOPMENT

Section F contains policies, regulations and exhibits on facility planning, financing, construction and renovation. It also includes the topics of temporary facilities, school closings, bond campaigns and naming facilities.

FA Facilities Development Goals/Priority Objectives

FC Building Accommodations

FCC Temporary School Facilities

FD Facilities Funding

FDA Bond Campaigns

FE Facilities Construction

FEA Educational Specifications for Construction

FEB Architect/Engineer/Construction Manager

FEG Construction Contracts Bidding and Awards

FEGB Contractor's Affidavits and Guarantees

FF Naming Facilities

SECTION F: FACILITIES PLANNING AND DEVELOPMENT

Section F of the NEPN/NSBA classification system contains policies, regulations, and exhibits on facility planning, financing, construction, and renovation. It also includes the topics of temporary facilities and school closings.

FA Facilities Development Goals/Priority Objectives
FAA Evaluation of Facilities Planning and Development

FB Facilities Planning
FBA Planning Advisors
FBB Enrollment Projections

FC Building Accommodations
FCA Combining Schools
FCB Closing Schools
FCC Temporary School Facilities

FD Facilities Funding
FDA Bond Campaigns

FE Facilities Construction
FEA Educational Specifications for Construction
FEB Architect/Engineer/Construction Manager
FEC Use of Consultants in Facilities Construction
FED Construction Plans and Specifications
FEDA Site Plans
FEDB Construction Plans
FEDC Construction Equipment and Materials
FEE Site Acquisition
FEF Construction Cost Estimates
FEG Construction Contracts Bidding and Awards
FEGA Contractor's Fair Employment Clause
FEGB Contractor's Affidavits and Guarantees
FEH Supervision of Construction
FEI Construction of Recreational Facilities
FEJ Construction Records and Reports

FF Naming Facilities
FFA Memorials
FFB Names on Plaques

FG Board Inspection and Acceptance of New Facilities

FH Staff Orientation to New Facilities

FI Public Dedication of New Facilities

FJ Facilities Renovations/Improvements

Facilities Development Goals/Priority Objectives

We believe that a quality educational program is affected to a great extent by the environment within which it functions. The development of a quality educational program and school facilities which promote the implementation of the program go hand in hand.

Therefore, it is the goal of the Board to provide and maintain the number of facilities needed for the enrollment and the types of facilities supportive of the educational program.

Current practice codified 1995

Adopted: date of manual adoption

Temporary School Facilities

Because rented facilities, relocatable units and other emergency school housing usually are inadequate for public school purposes, it is the aim of the Board to have sufficient permanent facilities to meet the needs of school enrollment and the school program.

If circumstances require immediate space which is not available in public school buildings, facilities shall be rented and relocatable structures used only as a temporary, emergency measure. Any such facility must conform to all appropriate state and local building and land use codes, health and fire laws, and environmental standards.

Current practice codified 1995

Adopted: date of manual adoption

Facilities Funding

The Board of Education may submit to the registered qualified electors of the school district, at any regular school election or at a special election called for the purpose, the question of contracting a bonded indebtedness for any of the following purposes:

1. Acquiring or purchasing buildings or grounds.
2. Enlarging, improving, remodeling, repairing or making additions to any school building.
3. Constructing or erecting school buildings.
4. Equipping or furnishing any school building, but only in conjunction with a construction project for a new building or for an addition to an existing building or in conjunction with a project for substantial remodeling, improvement or repair of an existing building.
5. Improving school grounds.
6. Funding floating indebtedness.

Before such a bond election, the specific needs for facilities shall be made clear to the general public, and careful estimates will be made as to the amounts required for the sites, buildings and equipment.

Following approval by the voters, the bonds to be issued will be advertised in newspapers and national financial journals, the date of issue being coordinated with tax collection dates, payments on bonds already outstanding and favorable market conditions. Disposition of the bonds then shall be accomplished by public sale on the basis of sealed bids. The Board reserves the right to reject any and all bids.

The bond and interest fund of the district comes directly and solely out of the levy of taxes initiated by the successful bond election. In anticipation of interest and principal payments, the Board will adopt annual resolutions authorizing the withdrawal from the bond and interest fund of the amounts needed to meet the payments due and the deposit of such moneys with the depository for honoring the bonds and interest coupons presented for payment.

The building fund is the fund authorized by the approval of the bond issue. The initial receipts from the sale of bonds are deposited in this fund, and actual expenditures for sites, buildings and equipment are made from it. The Board of

Education will adopt an annual budget resolution authorizing the withdrawal from the fund of the amounts needed to meet the payments due architects, contractors and other individuals or firms. The Board shall receive periodic reports on the expenditures made from this fund as compared with the original appropriations for the various projects included.

Current practice codified

Adopted: date of manual adoption

Revised July 24, 2001

LEGAL REFS.: C.R.S. 22-41-110
C.R.S. 22-41.5-101 *et seq.*
C.R.S. 22-42-101 *et seq.*
C.R.S. 22-45-103 (1)(b)(d)
C.R.S. 29-14-101 *et seq.*

CROSS REF.: FDA, Bond Campaigns

NOTE 1: The last citation above refers to that section of the law which allows a school district to issue bond anticipation notes as an interim debenture before the Board approves the sale and issuance of any bonds authorized by a bond election.

NOTE 2: C.R.S. 22-43.5-101 et seq. authorizes the Board of Education to create a capital improvement zone (CIZ) to contract bonded indebtedness if the district has had an unsuccessful bond election in the last two years and certain other conditions are met. The statute sets out procedures which must be followed prior to submitting the question of contracting bonded indebtedness to the electors in the CIZ.

NOTE 3: In addition to the purpose of acquiring, maintaining or constructing schools, moneys in the special building fund can be used to purchase and install building security technology or instructional and informational technology, including expenditures for software and staff training related to the new technology. A vote by eligible elections approving a levy of up to 10 mills for up to three years is required.

Bond Campaigns

Any special election to authorize bonded indebtedness shall be held on the first Tuesday in November in odd-numbered years in conjunction with the regular biennial school election or on general election day in even-numbered years.

If other jurisdictions that have overlapping boundaries or the same electors as the school district are conducting an election on the same day, the county clerk and recorder shall conduct the election as a coordinated election to allow voters to vote on all ballot issues at one polling place. The decision whether the election will be conducted as a polling place election or by mail ballot is one which shall be made by the county clerk.

The election shall be conducted pursuant to an intergovernmental agreement between the district and the county clerk and recorder. The agreement shall allocate responsibilities between the county clerk and the district for the preparation and conduct of the election and shall be signed no less than 60 days prior to the election. The Board shall designate a school election official to whom some election responsibilities may be delegated pursuant to the agreement.

As an alternative, the district may have the option of conducting the election by mail ballot in accordance with rules promulgated by the secretary of state when the county clerk is conducting a polling place election. This decision should be made after consultation with the county clerk.

Expenditures of any school district funds or in kind services to otherwise inform voters about election issues must be specifically authorized by the Board. The district may dispense a factual summary which includes arguments both for and against the proposal without any conclusion or opinions in favor of or against any particular issue addressed by the summary.

Current practice codified 1995
Adopted: date of manual adoption

LEGAL REFS.: Constitution of Colorado, Article X, Section 20
C.R.S. 1-1-101 through 1-13-108 (Uniform Election Code of 1992)
C.R.S. 1-45-116 (Campaign Reform Act)
C.R.S. 22-41.5-101 *et seq.*
C.R.S. 22-42-101 *et seq.*
C.R.S. 22-54-108

Educational Specifications for Construction

To insure that all new facilities are designed to best implement the educational program, the superintendent shall provide for the development of detailed educational specifications to apply to the design and construction of new buildings. Upon Board consideration and approval, the specifications shall be presented to the architect.

In developing specifications, the superintendent shall draw on recommendations of citizens' committees, both the professional and support staffs, students and student groups, and community organizations.

The specifications shall include:

1. Information concerning the plan of school organization and estimated enrollment in the proposed building.
2. A description of the students to be served.
3. A description of the proposed curriculum and the teaching methods and techniques to be employed.
4. A schedule of space requirements, including an indication of relative locations of various spaces.
5. A desired layout of special areas and the equipment needed for such areas.
6. An outline of mechanical features and special finishes desired.
7. A description of standard codes and regulations (school district, city, county and state) affecting planning.
8. Pertinent budget and related factors.

The Board expects the resulting document to serve two purposes: (1) Clarify and consolidate the thinking of the administration, the Board and the community on the needs, desires and objectives of the educational program to be conducted within the proposed new building; (2) Organize this important information in a manner that can be easily and clearly interpreted by the architect.

Current practice codified 1995
Adopted: date of manual adoption

Hinsdale County School District RE-1, Lake City, Colorado

Architect/Engineer/Construction Manager

The Board shall employ a registered architect to design the plans of each proposed building, building addition or extensive renovation.

In selecting architects, the following criteria shall be considered:

1. Experience in school construction
2. In special situations, such as facilities for the handicapped, evidence of relevant experience
3. Creative design ability
4. Technical knowledge to control the design so that the best results are obtained for the least amount of money
5. Executive and business ability to oversee the proper performance of contracts
6. Proven ability in all of the major phases of planning and construction: predesign planning, schematic design, design development, bidding and construction
7. Ability and temperament to work cooperatively with others; willingness to consult with staff on educational specifications
8. Extent and experience of architectural staff in relation to the scope of the planned project

The architect shall be selected by the Board on the basis of the above criteria. The Board shall contact its school attorney prior to entering into a contract with the architect.

Current practice codified 1995
Adopted: date of manual adoption

LEGAL REFS.: C.R.S. 12-4-101
C.R.S. 12-4-102

Construction Contracts Bidding and Awards

All construction projects anticipated to be in excess of \$5000 shall be advertised and competitive bids solicited after plans and specifications have been approved by the Board of Education and all other required approvals received. Any construction project of lesser value may also be advertised and competitive bids solicited.

Request for bids

All projects to be bid shall be advertised in a paper of general circulation within the district at least 10 days prior to the date set for the opening of bids. The advertisement shall state that drawings and specifications may be procured by any qualified builder interested in participating in open competitive bidding for the construction of school buildings.

Submission of bids

Each bidder shall be required to submit with the bid a bidder's bond in a sufficient amount to be determined by the estimated cost of the project in order to ensure that the lowest responsible bidder (as defined in "Selection of the winning bid" below) accepts the contract.

No bid for the construction, alteration or repair of any building shall be accepted if it does not conform to the plans and specifications furnished. Bidders may be required to provide specific information related to the factors stated below.

The Board shall take submitted bids under advisement rather than arriving at an immediate selection, allowing ample time for careful study by the architect, school administrative officials and the attorney for the school district.

The Board reserves the right to reject any and all bids in whole or in part for nonconformance with the factors stated below and to waive irregularities or technicalities.

Selection of the winning bid

The Board shall select the bid that appears to be in the best interests of the school district, as determined by the Board.

In determining whether a bid is in the best interests of the school district, the Board shall consider the following factors:

- Bid amount

- Conformance to the plans and specifications furnished by the school district
- Provision of the required security
- Possession of or access to appropriate financial, material, equipment and personnel resources to meet contractual specifications and requirements
- Satisfactory record of performance and integrity
- Bonding ability and capacity
- Ability to meet insurance requirements
- Ability to legally contract with the district
- Interview with Board
- Contractor commitment to using local labor

Entering into a construction contract

The Board shall not enter into a construction contract unless an appropriation has been made for the project as required by law.

The contractor shall receive monthly payments for the work completed less a percentage to be determined to ensure completion. The final payment shall be due only after acceptance of the project by the Board, completion of the items to be corrected and following publication as provided by state law.

Current practice codified 1995

Adopted: date of manual adoption

Revised November 13, 2001

Revised October 24, 2002

LEGAL REFS.: C.R.S. 24-18-201 (conflict of interest regarding contracts)
C.R.S. 24-91-101 *et seq.* (construction contracts with public entities)
C.R.S. 38-26-101 (definition of contract)
C.R.S. 38-26-105 (public works contractor's bonds)
C.R.S. 38-26-106 (execution of contractor bond)
C.R.S. 38-26-107 (publication prior to final payment)

CROSS REFS.: BCB, Board Member Conflict of Interest
FEGB, Contractor's Affidavits and Guarantees

Contractor's Affidavits and Guarantees

Construction contractors doing business with the school district shall be required to provide the district with such bonds or other acceptable securities as the law or the Board may require equal to the amount of the contract.

Such bonds shall be conditioned upon the faithful performance of the contract and also shall provide that if the contractor or his subcontractor fails to pay for labor, materials or other supplies used in performance of the work, the surety will pay for the same in an amount not exceeding the sum specified together with interest as provided by law.

All construction contracts shall provide for retention of at least 10 percent of any progress or partial payments pending completion of the project or projects involved on such terms and conditions as approved by the Board and authorized by law.

Adopted November 6, 1984

LEGAL REFS.: C.R.S. 24-91-102 through 24-91-110 (Construction Contracts with Public Entities)
C.R.S. 38-26-101
C.R.S. 38-26-105
C.R.S. 38-26-106

Naming Facilities

Elementary schools shall be named by location whenever possible. Schools may be named after individual persons who have been outstanding in educational endeavor or who have furthered the cause for better schools and educational programs. Such persons must be retired from active participation in educational activities.

Names may be presented by petition, by chosen committees or by other representative groups in the area. The Board shall have the final decision in the naming of the school. The Board shall officially name a school on or before the the bid is let for construction of the school.

Current practice codified 1995

Adopted: date of manual adoption

