

Capital Projects Policy
Policy No. 908

I. PURPOSE

The purpose of this policy is to outline the procedures to be followed for all capital projects including construction and remodeling.

II. GENERAL STATEMENT OF POLICY

The policy of this School District is to comply with state laws and regulations related to capital projects. In addition, the District will implement an oversight plan for these projects that will ensure proper fiscal management and will provide for project supervision during the time of construction.

III. BIDDING PROCEDURES

The bidding process for District projects shall be consistent with applicable government laws and regulations.

IV. PROJECT MANAGEMENT

Each capital project will be supervised by either the Director of Buildings and Grounds or a project manager appointed by the District. This decision will be recommended to the School Board by the Superintendent in consultation with the Buildings and Grounds Director and the Director of Finance & Operations. The project manager shall provide the Facilities Committee and/or the School Board with periodic updates on the progress of the projects.

Supervision and oversight of the financial processes of capital projects shall be the responsibility of the Finance Director & Operations in consultation with the project manager.

Change orders shall be recommended to the Superintendent by the project manager for approval. These change orders will be reported to the Facilities Committee and/or the School Board at a subsequent Board meeting or work session. When the cost of the change order(s) exceed(s) the amount of the awarded bid by \$5,000.00 or 10%, whichever is greater and this amounts exceeds any contingency funds, the Superintendent shall bring the change

order to the Board for approval. In certain cases where the project would be delayed by this process, the Superintendent and Finance Director & Operations shall consult and upon their agreement, authorize the change order. All Board members will be notified of this change order in the event the contingency funds are exceeded either in writing or at the next meeting of the full Board.

Adopted: _9/19/11_____

Revised: __10/30/23__