BOE Agenda Item Executive Summary

Date: July 25, 2022

Topic: First Review: Proposed Revision to Facilities Policies

Current Policy	Proposed	Title	Notes
7080	NA	Participation in Funding Public Improvement Projects	Revised Version per Facilities Division Leadership
7150	NA	Architectural and Engineering Design Services	Revised Version per Facilities Division Leadership

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REVISED VERSION

P7080 PARTICIPATION IN FUNDING PUBLIC IMPROVEMENT PROJECTS

BOARD POLICY:

The school district may choose to participate in funding public improvements [s at end of improvements is stricken] projects, which enhance the safety, [comma is stricken] and/or functional use of district-owned or adjacent publicly-owned property. Participation in funding such improvements shall be subject to the availability of funds, and limitations established by administrative implemental procedures.

Administrative Implemental Procedures:

1. Public improvement projects, which affect district-owned **or adjacent publicly-owned** property, may be proposed by public agencies, citizens of the community through a formal petition process, or by school district administration. It shall be the responsibility of the Division Director of Facilities to conduct a preliminary review of all such projects and coordinate further action required of the district.

2. ~~Where safety concerns form the basis for the proposed public improvement, the Division Director of Facilities shall submit the proposal, along with supporting information, to the district Safety Committee. The Safety Committee shall determine if sufficient safety concerns exist to warrant further consideration for participation, by the district, in the funding of the proposed improvement.~~

2. ~~When public improvement projects are requested by the administration to improve the functional use of district-owned property, such requests shall be subject to review by both the Division Director of Facilities and appropriate associate superintendent.~~ Where it is determined the project would improve the use of the property **and benefit the district**, the Division Director of Facilities will work through the appropriate ~~agency~~ **agencies to determine the best course of action; establish scope, budget and funding responsibilities; develop design documents; and execute the work.** ~~to initiate a formal petition drive in an attempt to secure approval by the majority of affected landowners.~~

3. **If the public improvement work will impact residential and/or commercial landowners in the area, the Division Director of Facilities will initiate a formal petition drive in an attempt to secure approval by the majority of affected landowners prior to proceeding with the work.**

4. ~~When a public improvement project, which affects district-owned property, is proposed by a public agency, the Division Director of Facilities shall be responsible for preparing a formal response to the applicable agency. This~~ **If a formal** response **becomes necessary on a proposed or planned public improvement work, the Division Director of Facilities shall respond via** ~~may be a~~ written communication~~, or may be presented in a~~ **or** public hearing**.** ~~pertaining to the project.~~

5. If the Board of Education is asked to sign a citizen petition in support of a public improvement project affecting district-owned **or publicly-owned** property, the Division Director of Facilities shall be responsible for the following:
   a. The benefit to the district in terms of safety or improved functional use of the property shall be determined.

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b. The position of the majority of the landowners affected by the petition shall be determined.
c. If the project will benefit the district, and is supported by a majority of the landowners, then it will be recommended the Board of Education approve signing the petition, subject to the availability of funding.
d. If the project will benefit the district, but does not have support of the majority of affected landowners, then the extent to which the project will benefit the district will determine the ultimate recommendation to the Board of Education.
e. If it is determined the project will not benefit the district, ~~and~~ then the recommendation to support the project will be made only if all other affected landowners support the project.
f. If**, [adding comma]** for any reason**, [adding comma]** it is determined the proposed project will be detrimental to the ~~use of~~ district~~-owned property~~, then the project shall be opposed through written communication with the governing agency~~,~~ **[comma is stricken]** and by appearance at applicable public hearings.

6. Once a public improvement project is adopted for implementation by the governing body having jurisdiction, the Division Director of Facilities and the Chief Financial Officer shall determine the method of funding and shall include such funding requirements in future budget planning.

Administrative Responsibility: Superintendent or designee
Latest Revision Date: ~~February 2017~~ **July 2022**
Previous Revision Date: ~~March 1999~~ **February 2017** P7080

REVISED VERSION

P7150 ARCHITECTURAL AND ENGINEERING DESIGN SERVICES

BOARD POLICY:

Architectural and engineering services for Unified School District 259 shall be acquired through an administrative process of evaluating the capabilities of individuals and firms and, relating job requirements to available professional services~~, and negotiating contractual provisions acceptable to the Board of Education for services to be provided~~.

Administrative Implemental Procedures:

1. Requirements for service within the school system:
   a. The need to design a facility to accommodate an educational program or a system-wide supportive service
   b. The need to design ~~major~~ alterations or additions to an existing facility

2. Administrative practices to determine availability of professional **design** ~~architectural~~ services:
   a. When **design** ~~architectural~~ services will be required by the district, preference will be given to qualified firms within the local metropolitan area. Every **design** ~~architectural~~ firm listed in the Wichita telephone directory will be ~~mailed~~ **sent** a copy of the current Board of Education policy on **design** ~~architectural~~ services. At the same time, **design** ~~architectural~~ firms will be requested to provide, if the firm is interested in providing **design** ~~architectural~~ services for the Board of Education, current brochures and/or resumes describing the personnel, services, ~~and~~ capabilities of the firm, **and fee schedules**.
   b. The file of **design** ~~architectural~~ firms interested in providing **design** ~~architectural~~ services for the Board of Education will be maintained in the office of Design and Construction.
   c. The Board of Education and administration will not consider ~~for~~ a contract **for design** ~~architectural~~ firms that do not submit requested information and materials.

3. Administrative considerations for the designation of ~~an architect~~ **a designer**:
   a. District's previous experiences with a particular ~~architect~~ **designer** or firm:
      1) Owner-~~architect~~ relationships
      2) Interest demonstrated in District and in doing District schoolwork
      3) Use of specialists for mechanical, electrical, and structural design **as applicable**
      4) Ability to relate to general contractor**s [adding s to make plural]** and subcontractors
      5) Thoroughness in construction administration services
      6) Redesign or change-order experiences
      7) Follow-up or corrective measures taken by a firm after completion of a project
      8) **Staff capacity and ability to meet deadlines**
   b. Type of firm:
      1) Local or out-of-district firm
      2) Size of the **design** ~~architectural~~ firm
      3) Different types of services a firm is capable of performing
   c. Professional qualifications:
      1) Professional qualification of the ~~architect~~ **designer**(s)
      2) Quality of work demonstrated in previously designed facilities
      3) Ability of designated project ~~architect~~ **designer**

4) Membership in professional ~~architectural~~ **design** organization(s)

d. Type of project or projects:

1) Totally new facility
2) Addition to existing facility
3) Renovation of an existing facility
4) Size, estimated cost, and complexity of the project

e. Fees

4. Procedures to follow in the employment of **a designer:** ~~an architect when the Board of Education has authorized a construction project:~~
   a. The Superintendent or designee shall appoint a screening and selection committee. This committee will study project requirements and review the administrative considerations for the designation of **a designer** ~~an architect~~ set forth in administrative implemental procedure 3 above.
   b. The committee will consult**, [adding comma]** as required, with **outside entities that have experience working with the firms** ~~private individuals and/or firms, such as general contractors, mechanical contractors, electrical contractors, suppliers, mechanical consultants, electrical consultants, structural consultants, and educational consultants~~ to secure opinions on ~~the~~ **their** capabilities. ~~of architectural firms~~.

~~c.~~ c. After initial screening, the committee will **determine the best candidate(s) based on the size and scope of planned projects. The committee may elect to hold interviews with shortlisted firms to further evaluate the qualifications of their proposed team.** ~~interview selected persons and will formulate the initial administrative recommendation for selection of an architect.~~

~~d. The Superintendent or designee will be responsible for contract negotiations with architects.~~

~~e. The architect will tentatively accept the negotiated provisions to be inserted in the standard or modified Board of Education architectural contract form.~~

~~f.~~ **d.** The ~~committee will recommend the architect~~ **designer selected will be recommended** for appointment to the ~~Superintendent of Schools~~ **Board of Education**.

~~g. The Superintendent of Schools will make administrative recommendations to the Board of Education.~~

~~h. Discussion of administrative recommendations by the Board of Education in an executive session~~

~~1) Acceptance of administrative recommendations, or~~
~~2) Modification of administrative recommendations~~

~~i.~~ **e.** The Board of Education will take official action to approve appointment(s)**. [adding period]**

~~j.~~ **f.** ~~Architectural~~ **Design** services contract(s) with the Board of Education will be prepared and signed by appropriate parties.

Administrative Responsibility: Superintendent or designee
Latest Revision Date: ~~January 2009~~ **July 2022**
Previous Revision Date: ~~March 1999~~ **January 2009** P7150

Updated administratively for alignment purposes: ~~May 2014~~ **July 2022**