

1 Great Falls School District

2
3 **NON-INSTRUCTIONAL OPERATIONS**

8502

4
5 Construction and Repairs

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7 Before commencing new school construction or repairs, the District shall submit plans for
8 construction of a new school or an addition to or an alteration of an existing school to the
9 Department of Public Health and Human Services (DPHHS) or the local health authority for
10 review and approval. Plans shall include the following where applicable:

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- 12 • Location and detail of classrooms used for science or science laboratories, consumer
13 science, art classrooms, art supply rooms, mechanic/carpentry, and industrial arts,
14 including location and ventilation detail of lockable storage area of chemicals and other
15 hazardous products;
 - 16 • Location and detail of janitorial facilities;
 - 17 • Specifications for the sewage treatment and disposal system to serve the school unless
18 previously approved;
 - 19 • Specifications for the water supply to serve the schools unless previously approved;
 - 20 • Locations for all emergency eyewash and shower stations, which shall meet the
21 American National Standard for Emergency Eyewash and Shower Equipment;
 - 22 • Location and detail of laundry facilities including description of equipment and a flow
23 chart indicating the route of laundry through sorting, washing, drying, ironing, folding,
24 and storage;
 - 25 • Specifications for the final finishes of floors, walls and ceilings in toilet, locker and
26 shower rooms, laundries, and janitorial closets;
 - 27 • Statement from the designer of the facilities that lighting capable of meeting the
28 minimum requirements of 37.111.830, ARM will be provided;
 - 29 • Locations and detail of the solid waste storage facilities;
 - 30 • Name of DEQ-approved sanitary landfill which will receive solid waste from the school;
 - 31 • Specifications for a food service to serve the school unless the food service has been
32 previously approved by the DPHHS and/or local health authority;
 - 33 • Any other information requested by the DPHHS or local health authority relating to the
34 health, sanitation, safety, and physical well-being of the teachers, staff, and students;
 - 35 • Specifications for any new or modified playground equipment, which shall comply with
36 the standards of the United States Consumer Product Safety Commission's 2010
37 Handbook for Public Playground Safety and the requirements of the 2010 ADA
38 Standards for Accessible Design;
 - 39 • Specifications for any new or modified air intakes;
 - 40 • Specifications for any radon-resistant technique used in the building process;
 - 41 • Documentation reflecting how the topography of the site will permit good drainage of
42 surface water away from the school building to eliminate significant areas of standing
43 water and infiltration of surface water into the school building;

- 1 • Specifications showing all chemical storage areas in new construction will be constructed
2 to maintain negative air pressure to eliminate contamination of the school's indoor air
3 quality by being vented to the outside of the building;
- 4 • Specifications showing gas supply lines serving science laboratories, consumer science,
5 industrial arts, and other rooms utilizing multiple outlets will have a master shut-off valve
6 that is readily accessible to the instructor or instructors-in-charge without leaving the
7 classroom or storage area;
- 8 • Specifications showing industrial arts classrooms or buildings and other rooms using
9 electrically operated instruction equipment which presents a significant safety hazard to
10 the student utilizing such equipment shall be supplied with a master electric switch
11 readily accessible to the instructor or instructors-in-charge without leaving the classroom
12 or storage area;
- 13 • Specifications showing that janitorial storage spaces will be lockable, have sufficient
14 storage for equipment and chemicals; and be vented to the outside of the building;
- 15 • Specifications showing that hot and cold water shall be provided to handwashing sinks
16 and shower facilities. Hot water shall not be below under 100° F nor exceed a
17 temperature of 120° F;
- 18 • Documentation showing DPHHS or local health authority the use of radon prevention
19 strategies in new construction.
- 20 • Demonstration that, to maximum extent feasible, the altered or newly constructed portion
21 of the facility is readily accessible and usable by persons with disabilities consistent with
22 current applicable ADA accessibility standards.

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24 The District shall not commence construction until all plans required by this policy have been
25 approved by DPHHS or the local health authority. Construction shall be in accordance with the
26 plans as approved unless permission(s) is/are granted in writing by the DPHHS or the local
27 health authority to make changes.

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29 Change of Use in Existing Building

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31 The District shall not use an existing building, not currently utilized as a school, without the prior
32 approval of the DPHHS or local health authority. The District shall comply with this policy when
33 modifying a building in order to be utilized as a school.

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35 The District is authorized to use of modular or mobile buildings in response to temporary or
36 permanent closure of the existing school facility, segments thereof, or classroom overflow when
37 plans are submitted and approved by DPHHS or the local health authority.

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39 Contractor Assurance

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41 No contract shall be let to any contractor who is not licensed or registered as required by the laws
42 of this State. Nor shall a contractor be granted a contract unless a statement is submitted and
43 sworn to which states that the contractor is in compliance with the state laws relating to
44 prevailing wage, non-collusion, and residence requirements for public works and with state and
45 federal laws relating to non-discrimination in hiring. A statement to this effect must be a part of
46 every appropriate contract.

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2 No contract shall be let to any contractor if the provision conflicts with the provisions of § 20-9-
3 204, MCA.

4 5 Contractor Surety Bonds and Insurance

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7 A bid bond must accompany each contractor's bid or other security authorized by state law in the
8 amount of at least ten (10) percent of the total bid amount, excluding taxes. Any bid which is not
9 successful shall entitle the bidder to a refund of its security or bond. The successful bidder shall
10 have his/her bond or security retained until such time as it is determined that the bidder shall
11 complete the contract. All bids received shall specify whether the District shall carry fire,
12 liability, or other insurance during construction.

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14 The successful bidder is required to execute and deliver to the Board a good and sufficient
15 performance bond with two (2) or more sureties or a surety company which shall state that the
16 contractor shall execute and faithfully perform the provisions of the contract and shall pay all
17 subcontractors and materialmen as required by law.

18 19 Architect and Engineering Services

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21 The Superintendent or designee shall invite architects and/or engineers to express interest in
22 performing such necessary planning services for the District. Advertising shall be designed to
23 reach a wide geographical area to help ensure gender and minority applicant consideration.

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25 Interested firms will be requested to submit a state of qualifications and performance data to
26 enable the Board to determine which architectural or engineering firm will best serve the needs
27 of the District. Criteria for selection of a firm shall include, but not be limited to, quality and
28 breadth of staff, design of similar projects, production capability, supervision and quality control,
29 relationship with clients, cost estimates and budget control.

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31 The Superintendent or designee is directed to establish necessary procedures to solicit and screen
32 qualified engineers and architects. The Superintendent or designee shall recommend one or more
33 firms to the Board for its consideration. The Board and the successful architectural or
34 engineering firm shall enter into a contract for the necessary services. In the event the Board and
35 the selected firm are unable to negotiate a fair and reasonable fee, the Trustees may select
36 another firm provided reasonable public notice of the selection is given.

37 38 Educational Specifications

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40 Facilities shall be designed to accommodate the educational and instructional needs of the
41 District. The professional experience and judgment of staff shall be solicited in developing such
42 educational specifications. The law requires that special attention be given to accessibility to the
43 education program by students of both genders and those with disabilities. The Superintendent or
44 designee shall see that all construction projects comply with the requirements for accessibility
45 for individuals with disabilities and comparability between the genders. The architect shall be

1 responsible for ensuring compliance with state and federal laws including access for individuals
2 with disabilities and requirements for gender comparability.

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4 When the Board considers major remodeling or building a facility, it shall endeavor to seek
5 facility expertise in all affected program areas as well as comments from faculty, students, and
6 community.

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8 Legal References:

9	§ 2-2-303, MCA	Agreements to Appoint Relative to Office Unlawful
10	§ 18-2-402, MCA	Standard Prevailing Rate of Wages
11	§ 18-2-403, MCA	Preference of Montana Labor in Public Works – Wages
12	§ 18-2-404, MCA	Approval of Public Works Contract – Bond
13	§ 18-2-201, MCA, et seq	Security Requirements
14	§ 20-6-631, MCA	When Contracts for Architectural Services Required
15	§ 20-6-633, MCA	Hiring for Architectural Services Authorized
16	§ 20-9-204, MCA	Conflicts of Interest, Letting Contracts and Calling for Bids- 17 Exceptions
18	§ 50-1-203, MCA	Public Health Inspections
19	§ 50-1-206, MCA	Regulation of Schools in Matters of Health
20	37.111.804, ARM	Preconstruction Review
21	37.111.805, ARM	Existing Building – Change of Use
22	37.111.830, ARM	Lighting
23	10.55.701(s), ARM	Board of Trustees
24	10.55.701(1), ARM	Board of Trustees

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26 Policy History:

27	Adopted on:	December 13, 2021
28	Revised on:	May 9, 2022
29	Revised on:	June 10, 2024

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