

**ROLE OF SCHOOL BOARD, ADMINISTRATIVE STAFF, AND ARCHITECT
WITH RESPECT TO NEW SCHOOL CONSTRUCTION
OR BUILDING RENOVATION**

A. Role of the Board of Education:

1. Authorize school plant construction, renovation, remodeling projects, and purchase or condemnation of school sites;
2. Approve the educational specifications for new school buildings or building addition or renovation projects;
3. Appoint the architect;
4. Approve the architect's preliminary and final plans;
5. Award all contracts which require competitive bidding;
6. Approve all change orders;
7. Approve all payments from capital construction funds;
8. Appoint a construction manager;
9. Engage in self-informative activities with respect to trends in new school construction and plant-program relationships;
10. Approve the amount and timing for public vote of construction bond issues, including the budgetary components thereof;
11. Officially accept the building from the architect upon its completion.

B. Role of the Superintendent of Schools and/or his/her Designee

1. Recommend to the Board of Education the location, pupil capacity, grade organization, and timing of school construction projects;
2. Develop educational specifications for recommendation to the Board of Education and for guidance of the architect;
3. Advise the Board of Education on selection of architects;
4. Consult and coordinate with the architect on development of preliminary plans and on specifications for fixed equipment;
5. Recommend to the Board of Education award of all contracts which require competitive bidding other than contracts which are the responsibility of the architects;

Role of School Board, Administrative Staff, and Architect With Respect to New School Construction or Building Renovation(Continued)

B. Role of the Superintendent of Schools and/or his/her Designee (Continued)

6. Recommend change orders to the Board of Education after consultation with the architect;
7. Recommend to the Board of Education payments from capital construction funds:
 - a. Assure that prior to recommending routine payment from capital funds that the architect's certification and construction manager approval has been secured;
 - b. Assure that prior to recommending semi-final and final payments from capital funds that the architect's certification and approval from clerk of the works has been secured.
8. Recommend appointment of the construction management firm and supervise the services of the management firm;
9. Periodically provide the Board of Education with information and arrange for educational meetings, programs, and projects designed to keep the Board of Education well informed on trends in new school construction and on plant-program relationships;
10. Recommend the amount and timing for public vote of school construction bond issues and develop in consultation with the architect and construction management firm, a construction project budget itemized by expenditure category;
11. Attend job meetings as circumstances may require;
12. Provide the Board of Education with monthly financial reports on the status of construction funds as well as on construction progress;
13. Advise the Board of Education on ways and means of achieving economies in new school construction or renovation projects;
14. As punch lists near completion, advise the Board of Education on remaining jobs uncompleted or unsatisfactory.

C. Role of the Architect

1. Provide the Board of Education with professional consultation in all phases of school construction or renovation projects;

Role of School Board, Administrative Staff, and Architect with respect to New School Construction or Building Renovation (Continued)

C. Role of the Architect (Continued)

2. Coordinate with the Board of Education, the Superintendent of Schools, and/or his/her designee in designing buildings and providing facilities therein which will accommodate the district's instructional program as outlined in the educational specifications;
3. Develop preliminary and final plans;
4. Provide the Board of Education with a summary of bids and specific recommendations for Board of Education action with respect to award of bids;
5. Write specifications for all fixed equipment, recommend award of bids, and supervise installations;
6. Provide on-going supervision of the project;
7. Certify all contract requisitions for payment, both routine and semi-final and final payments;
8. Initiate requests for change orders when such orders would be in the interest of the district;
9. Compile punch lists;
10. Periodically report to the Board of Education and administrative staff on construction progress both during the planning and construction stages;
11. Recommend to The Board of Education final acceptance of the building.

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Role of School Board, Administrative Staff, and Architect with respect to New School Construction or Building Renovation (Continued)

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