BOARD POLICY
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FACILITIES DEVELOPMENT **Policy 7110**

Facilities Planning and Design
Educational Specifications

To ensure that all new and remodeled facilities are designed to best implement the educational program of the Seymour R-II School District, the Superintendent will provide for the development of detailed educational specifications to apply to the design and construction of new or remodeled buildings. The preparation of educational specifications will serve the following purposes.

1. Clarify and consolidate the thinking of the staff, administration, Board and community on the needs, desires and objectives of educational programs to be conducted within the proposed new or remodeled building.

2. Organize important information in a manner that can be easily and clearly interpreted by an architect.

FACILITIES DEVELOPMENT **Policy 7115**

Facilities Planning and Design

Guaranteed Energy Cost Savings Accounts

The Board of Education may elect to enter into one or more Guaranteed Energy Cost Savings Contracts. Such contracts are considered public works contracts as they provide for capital improvements to existing District facilities.

Prior to entering into a guaranteed energy cost savings contract, the Board will solicit competitive proposals as specified in Policy 7210 – Construction Bidding and Awards as well as mail solicitations, electronic mail, and public announcements. The request for proposals will include the following:

1. District's name and address.
2. Name, address, title and phone number of the District's contract person.
3. Date, time and place where proposals will be received.
4. Evaluation criteria for assessing the proposals.

Upon review of the submitted proposals, the Board will award a contract to the proposer providing the lowest and best proposal. However, in making a contract award, the Board will determine that the cost of the energy savings measures does not exceed the amount of energy or operational savings within a 15-year period from the date installation is complete. As with other District bid considerations, the Board reserves the right to reject any and all bids.

Upon proposal acceptance, the Board will negotiate the terms of the contract. However, the contract must include a guarantee that either or both the energy or operational cost savings measures will meet or exceed the costs of the energy savings measures, adjusted for inflation, within (15) fifteen years. The contractor will reimburse the District for any shortfall of guaranteed energy costs savings on an annual basis. The contract may also provide for payments over a period of time, not to exceed (15) fifteen years.

Definitions

"Energy costs savings measure," a training program or facility alteration designed to reduce energy consumption or operating costs, and may include one or more of the following:

a) Insulation of the building structure or systems within the building.
b) Storm windows or doors, caulking or weather stripping, multi-glazed windows or doors, heat absorbing or heat reflective glazed and coated window or door systems, additional glazing reductions in glass area, or other window and door system modifications that reduce energy consumption.
c) Automated or computerized energy control system.
d) Heating, ventilating or air conditioning system modifications or replacements.
e) Replacement or modification of lighting fixtures to increase the energy efficiency of the lighting system without increasing the overall illumination of a facility, unless an increase in illumination is necessary to conform to the applicable state or local building code for the lighting system after the proposed modifications are made.

f) Indoor air quality improvements to increase air quality that confirm to the applicable state or local building code requirements.
g) Energy recovery systems.
h) Cogeneration systems that produce steam or forms of energy such as heat, as well as electricity, for use primarily within a building or complex of buildings.
i) Any life safety measures that provide long-term operating cost reductions and are in compliance with state and local codes.
j) Building operation programs that reduce the operating costs; or
k) Any life safety measures related to compliance with the Americans with Disabilities Act, 42 U.S.C. Section 12101, et seq., which provide long-term operating cost reductions and are in compliance with state and local codes.

"Guaranteed energy cost savings contract," a contract for the implementation of one or more such measures. The contract shall provide that all payments except obligations on termination of the contract before its expiration, are to be made over time and the energy cost savings are guaranteed to the extent necessary to make payments for the systems.

"Operational savings," expenses eliminated, and future replacement expenditures avoided as a result of new equipment installed or services performed.

"Qualified provider," a person or business experienced in the design, implementation and installation of energy cost savings measures.

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FACILITIES DEVELOPMENT **Policy 7120**

Facilities Planning and Design
Procurement of Architects, Engineers, and Land Surveyors

The Seymour R-II School District may need to engage the services of an architect, engineer, or land surveyor when capital improvement or other District needs arise. The District recognizes that hiring architects, engineers, or land surveyors who have performed acceptable work for the District in the past promotes continuity, efficiency, and quality. The District also recognizes that a construction contractor retained by the District may wish to work with a particular architect, engineer, or land surveyor with whom it has a solid working relationship. It shall be the formal practice of this District to observe the following procedures when the District determines that architectural, engineering, or land surveying services are needed.

When the District determines that it may need to engage the services of an architect, engineer, or land surveyor, the Board of Education shall first attempt to select and conduct contractual negotiations for such a service with a professional who falls within one of the two following categories: (1) any architect, engineer, or land surveyor who has contracted previously with the District to provide services to the District; or (2) any architect, engineer, or land surveyor who has been recommended to the District by a construction contractor with whom the District is familiar.

FACILITIES DEVELOPMENT **Policy 7130**

Facilities Planning and Design
Construction Manager Selection

The Board of Education may desire to engage the services of a construction manager when planning, designing, improving, altering, repairing, or constructing a building or structure. The District recognizes the need to enter into contracts with qualified construction managers at a price the District considers to be fair and reasonable.

FACILITIES DEVELOPMENT **Policy 7131**
(Regulation 7131)

Facilities Planning and Design

Design – Build Selection

Where appropriate the District may utilize a design-build method for construction of a specific project. Under this method of construction, a construction entity provides architectural, engineering, labor, material, supplies and equipment related to the construction itself. If the Board chooses a design-build method, the procedures of Regulation 7131 shall be followed.

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FACILITIES DEVELOPMENT **Policy 7132**
(Regulation 7132)

Facilities Planning and Design

Selection of Construction Manager At Risk

Among several construction methods available to the District is the Construction Manager at Risk method. This method will only be considered for projects when the cost is in excess of three million dollars. As opposed to the traditional construction manager method, a "construction manager at risk" assumes the risk for the construction project at a contracted price. In essence, under this method, the construction manager serves as a general contractor and as a consultant to the District regarding all phases of construction during and after the design of the project. If the cost of project exceeds the contract price, the construction manager at risk is responsible for the excess cost. Conversely, where the actual project cost is less than the contract price, the construction manager at risk receives the difference.

The District will evaluate each construction project to determine which construction method will be used.

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FACILITIES DEVELOPMENT **Policy 7140**

Facilities Planning and Design
Naming New Facilities

When a school is to be named, the Superintendent will appoint a committee as directed by the Board of Education to study the circumstances and make a recommendation to the Board.

FACILITIES DEVELOPMENT **Policy 7210**

Facilities Construction

Construction Contracts, Bidding and Awards

All facilities construction projects which exceed an expenditure of Fifty Thousand Dollars ($50,000.00) shall be advertised once a week for two consecutive weeks in a newspaper of general circulation located in the city or county in which the District is located. In addition to the city or county newspaper, the District may also advertise in business, trade or minority newspapers. Competitive bids shall be solicited according to state law only after the plans and specifications have been approved by the Board of Education. In order to protect the Board, each bidder will be required to submit, with his bid, a bidder's bond in an amount determined by the estimated cost of the project.

The construction contract shall be awarded to the best bidder whose bid is in accordance with the Board approved plans and specifications and has provided the required security. The Board reserves the right to waive any informalities in, or reject any or all bids or any part of any bid. No bid for the construction, alteration, or repair of any building shall be accepted if it does not conform to the Board approved plans and specifications. Notwithstanding Board policies and regulations providing for construction manager and design build methods, the District may elect to proceed with the traditional method set out in this policy.

Whenever two or more proposals or bids of equal amount are the lowest proposals submitted by reasonable bidders pursuant to the advertisement of bids, the Board of Education may award the contract to any one of the bidders as determined by exercise of discretion.

The contractor shall receive monthly payments for the work completed, less a percentage to be determined to ensure completion. The contractor will be required to submit a performance bond and a material and labor bond to the satisfaction of the Board. The final payment shall be made only after acceptance of the project by the Board of Education and completion of the items to be corrected. Lien waivers shall be provided by the contractor and his subcontractors and suppliers.

All pay requests by the contractor shall be approved by the architect prior to submission to the Board of Education for payment.

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FACILITIES DEVELOPMENT **Policy 7215**

Facilities Construction
Construction Cooperative Projects with Municipalities

The Board of Education may enter into an agreement with the County in which the District is located, or with a city, town, or village, wholly or partially, for specific construction projects. Such projects may include acquisition, construction, improvement, extension, repair, remodeling, renovation and financing of sites, buildings, facilities, furnishings and equipment for use of the school district for educational purposes.

Such agreements may provide for the present or future acquisition of an ownership interest in such facilities by the District by means of lease, lease purchase, option to purchase or similar arrangements. In addition, the agreement may provide for a joint venture with the municipal authority to share the costs of acquisition, construction, repair, maintenance and operation of such facilities.

The District may wholly own such facilities or may acquire a partial interest along with an eligible municipal entity with which the agreement was executed.

FACILITIES DEVELOPMENT **Policy 7220**

Facilities Construction
Board Inspection and Acceptance

The Board of Education shall withhold the acceptance of new construction until all details are complete and the buildings are certified complete by the Superintendent of Schools in consultation with the architect.

FACILITIES DEVELOPMENT **Policy 7230**

Facilities Construction

Prevailing Wage

The District will comply with the provisions of Missouri's Prevailing Wage Law Chapter 290. However, for District construction projects where either the engineer's estimate or the bid for the total project accepted by the Board is Seventy-five Thousand Dollars ($75,000) or less, prevailing wage requirements will not be required. In calculating whether the bid amount or engineer's estimate is Seventy-five Thousand Dollars ($75,000) or less, the total cost of the project will control.

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FACILITIES DEVELOPMENT **Policy 7300**

Site/Facilities Retirement

Certain school buildings may no longer be adequate for instructional purposes and should be used to benefit the School District or public in other ways. In determining when a facility is to be retired from regular school purposes, the Board of Education will direct the superintendent to have the issue studied with pertinent information provided before a final decision is made.