

HIGHLAND PARK ISD
CAPITAL IMPROVEMENTS REQUEST

TO BE COMPLETED BY REQUESTING ADMINISTRATOR:

Date Requested: _____ Estimated Cost: _____

Description of Project: _____

Funding Source: ☐ Gift funds Donor: _____

☐ General fund Acct: _____

☐ Other _____

Vendor: _____

Projected Start Date: _____

Projected Completion Date: _____

If donor funds, date of requested Board approval: _____

Campus/Department Approval

TO BE COMPLETED BY DISTRICT ADMINISTRATION:

Procurement Method: _____

Vendor Selected: _____

Approval (initials):

_____ Facilities Services Manager

_____ Executive Director – Construction Services (if applicable)

_____ Assistant Superintendent for Business Services

What is a capital project:

Projects that make additions or modifications to real property.
Projects that involve changing doors, windows, or walls.
Projects that attach anything permanently to a building.
Projects that require coordination with the Maintenance Department.

Requirements for Professional Involvement:

Projects that have an expected cost in excess of \$50,000 requires competitive procurement.
Projects that have an expected cost in excess of \$25,000 require certain bonds be provided by the vendor or contractor performing the services.
Projects that have an expected cost in excess of \$8,000 require, or call for the changing of building's layout require the involvement of an architect or engineer.
Projects that will require approval by planning or zoning or permitting by the appropriate City.

Board Policy CDC Guidelines for Gifts:

All gifts, grants, and bequests exceeding \$5,000 shall be subject to approval by the Board.
All gifts not exceeding \$200 shall be subject to approval by Principal, Superintendent or designee.
All gifts exceeding \$200 but not exceeding \$5,000 shall be subject to approval by Superintendent and will be reported to the Board at the next regular meeting.

Duties of the Requesting Administrator:

Determine the scope of the work requested.
Determine the nature and amount of any gifts that will be provided for the work, as well as any limitations to the use of any gifts, as provided for by the donor(s).
Make recommendations about the materials and other specifications that are required of the project.
Communicate the request to District's Business Office.

Duties of the Business Office:

Log the request.
Account for any gifts used to fund the project.
Provide for competitive procurement, if required.
Communicate the request to District's Maintenance Department.

Duties of the Maintenance Department:

Plan the nature and timing of the work.
Provide any supporting activity necessary to complete the work.
Review and finalize all materials and other specifications necessary to complete the work. Update requesting administrators of changes to the specifications and the reasons why.
Obtain all required planning documents, permits, etc.
Coordinate the work with the Campus Administrator, District Administrators and Vendors.
Provide for the proper inspections and other steps necessary to properly complete the work.
Follow up with any necessary warranty work or other steps to complete the project.