Request to Build/Modify Facilities

PLEASE PAY CLOSE ATTENTION TO THE INSTRUCTIONS BELOW!

The following information is provided to give a better understanding for requesting modifications of facilities as it relates to Board Governance and District Policy. Please see Board Governance and District Policy for full sections.

YOU MUST GET APPROVAL FOR YOUR PROJECT PRIOR TO BEGINNING ANY FUND-RAISING ACTIVITIES!

Board Governance – Page 42-44 (Board Governance link below)
https://horrycountyschools.community.highbond.com/home/policies/policydoc/650933a3-6cbe-4330-bc03-da4c6e773177

OE-13 – Facilities
The superintendent shall not:

1. Authorize construction schedules and change orders that will significantly reduce quality.
2. Authorize change orders that cause the cost of construction projects to exceed the approved budget.
3. Authorize changes in the approved facility scope that significantly increase or decrease approved square footage.

District Policy – Page 266 (District Policy link below)
https://go.boarddocs.com/sc/horry/Board.nsf/goto?open&id=CQT44G09BBCB

Modification or Construction of Facilities Through the Use of Private Funds
Approval must be secured through the Office of Support Services **prior to the initiation of fundraising** for the modification to or construction of facilities on District property. "Modification" includes, but not limited to, adding or changing equipment, furniture, fixed assets (walls, doors, roofs, grounds, etc.), athletic facilities, signage, roads, landscaping, grounds, playgrounds, cosmetic changes (painting walls), and buildings.

Before consideration can be given to proposals for the modification or construction of facilities using private funds, the following issues must be addressed:

1. Complete "Request to Build/Modify Facilities" form.
2. Verify that the project meets all Horry County Schools and South Carolina Office of School Facilities requirements and specifications. In cases where a design professional is required, that firm or individual will be required to submit and manage the design process with the SC Office of School Facilities. HCS staff cannot perform this task per OSF Code.
3. If design professionals are required for the work, those costs need to be considered and will also be the responsibility of the school. These services will need to be procured early in the project to adequately gauge the scope and cost of the work. These services will usually need to be funded separately prior to fund-raising for the actual construction. Design professionals will be expected to provide an opinion of probable cost for the construction portion of the work. If public bids or quotes come in higher than this opinion of probable cost, it will be the school or entities responsibility to cover the difference.
4. Estimate future costs (maintenance, utilities, etc.) that will be incurred by the District if the project is approved.
5. Effect the project would have on Title IX compliance.
6. Effect the project would have on the equitable provision of facilities among same-level schools; and
7. Meets all procurement guidelines for public construction and/or acquisition of goods and services.

All modifications that require Board approval, as defined by Board Governance OE-13, must be approved by the Board prior to commencing.

Request to Build/Modify Facilities

Procurement Guidelines

1. Procurement guidelines have changed in the 2022-2023 fiscal year. Make sure you consult procurement.
2. Before fundraising begins on a project that will be funded by private funds, make sure you clearly understand the requirements related to the work you are proposing.
3. Proposed project that may involve donations of materials, labor, etc. need to be discussed with procurement due to the complexity of that type of project.

Process for Completing Request to Build/Modify Facilities Form

1. Review all questions indicated on the Request to Build/Modify Form to ensure that scope and scale of the request is applicable to the form.
    a. If the scope is not applicable, then submit as a work order for review by the facilities department – i.e. – painting classrooms, replacing toilet fixtures, etc.
    b. If the scope is applicable, then complete the attached form.
2. Once the form is complete, please have the school principal sign and forward the form to Joe Burch – Executive Director of Capital Projects – Operations jburch@horrycountyschools.net.
3. Once the request has been fully vetted by facilities, a recommendation will be made to the Chief Officer of Support Services for approval.
4. Superintendent and Board approval will be required for any modifications exceeding Board Governance i.e. – increasing the size of facilities.

Request to Build/Modify Facilities

School: **Requested By:**

Date of Request: **Organization:**

Approval of the Office of Support Services must be obtained prior to acceptance of private funds which entail the construction or alteration of school facilities, including grounds. In addition to meeting the criteria set forth in District Policies, many modifications, even minor in nature, are regulated by state and local building and zoning laws. Safeguards are also necessary to ensure modifications do not create unsafe situations or conflict with master-planning for the entire site.

The work must be approved by the Facilities Department and OSF (as required) prior to fund raising and again at the completion of the project before the work can be accepted or occupied.

Answer the following questions as completely as possible. Use continuation sheets as necessary. If a question does not apply, leave it blank.

1. Does the proposed modification meet the requirements indicated in Board Governance and District Policy? **YES** ☐ **NO** ☐

2. Does the proposed modification meet the HCS standards identified in the Long-Term Plan and Educational Specifications? **YES** ☐ **NO** ☐

3. Please explain how the proposed modification aligns with the District's Strategic Plan or necessary for the educational program.

4. Proposed Facilities. Describe the project in detail. Attach schematic sketches and site plans if available.

5. Equipment. Itemize items of equipment covered in this application. Identify brand names, model numbers, supplies, etc.

6. Site Improvement. Describe site improvements in detail. Use site plan to show exact scope and location in reference to entire site.

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7. Sources of Financing Project. Please list the full funding mechanism for the project, including all design costs and construction. Please be sure to check on the bidding requirements mentioned in the instructions and check with Procurement and Finance about any specific questions. Projects that meet the procurement thresholds mentioned MUST be publicly bid or solicited in an approved manner.

8. Architectural and/or Engineering Services. Identify whether an architect and/or engineers are needed for the project. If you are unsure, check with Facilities department.

9. Contractual Services. If the project does not need a public bid under the HCS procurement code, identify the general and subcontractors performing the work. Include the general contractor's South Carolina license number. If the project does need to be publicly bid, the GC will be selected based on the bid results.

10. Insurance. Identify the types and limits of insurance protection carried by the contractor.

11. Save Harmless Clause. Regardless of the scope of nature of the project, or the formality of the agreement, no work shall be authorized until the donor signs a document with the following language:

    "The contractor shall be responsible to Horry County Schools for all damage or injury to adjoining or nearby lands and/or buildings or to the owners thereof and shall replace and make good the same and defend and save the District harmless."

12. After receipt of the above preliminary information, additional information may be required prior to granting approval to commence the project.

Approval of the request form must be obtained prior to acceptance of private funds which entail the construction or alteration of school facilities. All work associated with modification will become the property of Horry County Schools.

Principal **Date:**

Executive Director of Capital Projects **Date:**

Chief Operations Officer **Date:**