

## **FACILITIES DEVELOPMENT**

### **Educational Specifications**

**Policy 7110**

To ensure that all new and remodeled facilities are designed to best implement the educational program of GCCS, 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 the GCCS 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.

Once the educational specifications are prepared, an introductory section will be devoted to a brief description of the community, enrollment trends, and the educational philosophy of the School. Educational specifications are detailed descriptions of the following items:

1. Activities that will take place in the building.
2. Organization of instruction and curriculum to be housed in the building.

Once the educational needs are established and the activities to take place in the building are clearly articulated it shall be the responsibility of the Chief Operating Officer to coordinate the construction project. To accomplish that means, the Chief Operating Officer shall:

1. Identify specific architectural characteristics desired.
2. Identify the Facilities needed, equipment required and space relationship to other facility elements.
3. Work with the Chief Financial Officer and GCCS's attorney to ensure compliance with pertinent budget and other governing factors.

The persons involved in developing educational specifications should include: the Board, which adopts policies, the Chief Operating Officer who approves final specifications,

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employs the architect and ensures proper budget restraints and facilitates the construction project with the approved contractor; the Superintendent, who provides administrative leadership, interpretation and evaluation; principals, staff members, students and patrons, who utilize the facilities; and the architect, who develops architectural plans for the facility.

Consultants may be used in the development of educational specifications when deemed necessary by the Superintendent and the Board.

## **FACILITIES DEVELOPMENT**

### **Procurement of Architects, Engineers, and Land Surveyors**

**Policy 7120**

GCCS may need to engage the services of an architect, engineer, or land surveyor when capital improvement or other GCCS needs arise. The Board recognizes that hiring architects, engineers, or land surveyors who have performed acceptable work for GCCS in the past promotes continuity, efficiency, and quality. The Board also recognizes that a construction contractor retained by GCCS may wish to work with a particular architect, engineer, or land surveyor with whom it has a solid working relationship. The Board shall have the discretion to approve the selection of construction and construction related professionals on an as needed basis in the best interests of GCCS without regard to the lowest bid if a bid process was used for the procurement of services.

Under this Policy, the terms architect, land surveyor, and professional include, but are not limited to, any individual, firm, partnership, corporation or other entity providing architectural, engineering, or land surveying services.

## **FACILITIES DEVELOPMENT**

### **Construction Manager Selection**

**Policy 7130**

The Board may desire to engage the services of a construction manager when planning, designing, improving, altering, repairing, or constructing a building or structure. The Board recognizes the need to enter into contracts with qualified construction managers at a price GCCS considers to be fair and reasonable. It shall be the formal policy of GCCS to observe the procedures set forth in its procurement Policy when the Board determines that construction management services are needed.

## **FACILITIES DEVELOPMENT**

### **Construction Contracts, Bidding and Awards**

**Policy 7210**

All facilities construction projects which exceed an expenditure of \$15,000 shall be advertised once a week for two consecutive weeks in the Kansas City Star or similar newspaper of general circulation in the Kansas City metropolitan area.

In addition to the city or county newspaper, GCCS 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. In order to protect the Board, each bidder may 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.

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 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 may 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 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 for payment.

## **FACILITIES DEVELOPMENT**

### **Board Inspection and Acceptance**

**Policy 7220**

The Board shall withhold the acceptance of new construction until all details are complete and the buildings are certified complete by the Chief Operating Officer in consultation with the architect.

## **FACILITIES DEVELOPMENT**

### **Site and Facilities Retirement**

**Policy 7300**

Certain school buildings may no longer be adequate for instructional purposes and should be used to benefit GCCS or the public in other ways. In determining when a facility is to be retired from regular school purposes, the Board will be guided by a combination of factors, to include:

1. Review of the in-depth demographic studies and population groupings.
2. Age and current physical condition of the building, its operating systems and program facilities.
3. Adequacy of site, location, accessibility, surrounding development, traffic patterns, and other environmental conditions.
4. Reassignment of children, including alternative plans, according to Board policy.
5. Transportation factors including number of children bused, time, distance and safety.
6. Alternate uses of the building.
7. Costs/savings
  - a. Personnel
  - b. Plant operation
  - c. Transportation
  - d. Capital investment
  - e. Alternate use

If the Board determines to close a school, it will first consider other uses that GCCS might make of the building; then it will consider its sale.

The historic value of any building will also be considered by the Board. It may take special action to provide for a building's preservation.