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GENERAL USE

The River Ridge School Board encourages the responsible use of school facilities by local and school community groups. The Superintendent may approve the use of school facilities by responsible and properly organized groups and organizations. Such use will be restricted by District policy and procedures and will be permitted only at times when facilities are free from District curricular and extracurricular activities.

The District reserves the right to reassign or cancel usage of school facilities when necessary due to conflicts with school activities or when it appears to be in the best interest of the school district.

APPROVED: February 9, 2000

910.1

PUBLIC NOTIFICATION OF NONDISCRIMINATION POLICY

It is the policy of the River Ridge School District that no person, group or organization be denied use of school facilities or be discriminated against in any curricular, extracurricular, recreational, or other program or activity. The River Ridge School District Board of Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements of the U.S. Department of Education. It is the policy of the River Ridge School District Board of Education that no person on the basis of citizenship, race, color, creed, political affiliation, religion or religious affiliation, national origin or ancestry, age, sex or sexual orientation, marital or parental status, pregnancy, physical, mental, emotional, or learning disability, arrest or conviction record, use or non-use of lawful products off the employer's premises during non-working hours, membership in the National Guard, State defense force or any other United States or Wisconsin reserve component of the military forces or any other reason prohibited by state or federal law shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in employment or in any educational program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education. Complaints are to be addressed to the District Administrator, River Ridge School District, 11165 County Highway P, Patch Grove, WI 53817. This policy will prevail in all matters concerning staff, students, the public, educational programs and services and individuals with whom the Board does business.

Approved: February 9, 2000

Amended: January 10, 2001

Facility Use Policy

The Board of Education believes district facilities are a public asset and therefore encourages the utilization of school facilities.

The intent of this policy is to allow temporary access to school district facilities in a manner which promotes the interests of the students and citizens of the School District, and in a manner consistent with local, state, and federal law. The provisions of this policy supplement those provisions of the Wisconsin Statutes which address the temporary use of school facilities by non-school groups.

District parking lots are not to be used for private or commercial activities without proper approval. Use of school facilities is allowed only when authorized by the Board of Education through the school district administrator. However, authorization for the use of school facilities is not an endorsement of an activity, person, or organization, or the purpose(s) of such person or organization, by the Board of Education. The sponsoring organization should publish its name in any advertisement for the event that it sponsors on school premises.

A. Access to Facilities

The Board of Education authorizes the temporary use of school facilities by responsible persons or organizations when such use otherwise complies with the provisions of this policy and applicable provisions of state and federal law, subject to the limitations below. The district administrator shall deny an application for use of school facilities if s/he determines that:

1. The proposed use of school facilities will interfere with the use of school facilities with the use of school facilities for school purposes or for school sponsored functions or activities;
2. The proposed use of school facilities substantially interferes with the educational mission of the schools;
3. The proposed use of school facilities poses an unreasonable risk of physical injury to attendees or participants;
4. The proposed use of school facilities poses a substantial risk to school security;
5. The proposed use of school facilities poses an imminent risk of illegal activities;
6. The proposed activity involves subject matter which is legally obscene, determined by reference to an activity's intended audience or participants;
7. The proposed use of school facilities will result in unusual wear, damage, or depreciation of school facilities or property; or
8. The individual or organization requesting access to school facilities has not been a responsible caretaker of school facilities and property when using school facilities or property in the past.

The Board of Education, through the district administrator, reserves the right to deny or cancel use of facilities for any and all other lawful reasons.

If the District Administrator denies access to school facilities on any of the grounds above, the individual or organization denied use of school facilities may appeal the denial to the Board of Education by filing a written request for the same at the District Administrator's office within ten (10) business days from the date of the District

Administrator's denial. Nothing in this policy shall be construed to limit the Board of Education authority to impose reasonable time, place, and manner restrictions in place of denying access to school facilities.

B. Reservation of Facilities

To request the use of a school facility, a completed Facility Usage Authorization Form must be approved by the building principal and/or athletic director. All applications for and use of district facilities shall be in accordance with duly established procedures governing facility use.

The Facility Usage Authorization Form will document that those requesting to use school district facilities have read and agree to follow the procedures in Use of School Facilities Procedures for 911-Rule.

C. Non-discrimination Policy Statement

The District shall not discriminate in granting the use of district facilities on the basis of sex, race, national origin, ancestry, creed, pregnancy, religion, marital or parental status, sexual orientation, or physical, mental emotional, or learning disability. Discrimination complaints shall be processed in accordance with established procedures.

Adopted: February 9, 2000

Revised: December 12, 2018

USE OF SCHOOL FACILITIES PROCEDURES

It is not the intent of these procedures to place undue expectations or hardships on community members wishing to use the facilities but rather to ensure the safety and well-being of those participating as well as to protect and maintain the District's investment in those facilities.

A. Scheduling Facility Use

1. The scheduling of all District facilities will be the responsibility of the building principal and/or athletic director.
2. The administration is authorized to permit school, community, public, and civic groups to use District facilities when such use meets established facility use criteria and does not conflict with the regularly scheduled programs of the school.
3. In the events of scheduling conflicts, the order of priority for use of school facilities will be as follows: 1) school-sponsored events; 2) events sponsored by other educational institutions; 3) non-school events sponsored by persons or organizations residing within the District; 4) governmental institutions; 5) non-school events sponsored by persons or organizations residing outside the District.
4. Application for the use of the school facilities shall be made by filing a Facility Usage Authorization Form filed with the school office. Applications are encourage to be filed a minimum of ten (10) working days prior to anticipated use.
5. Requests to use school facilities may not be filed more than one (1) year in advance.
6. The District reserves the right to restrict use of its facilities in accordance with Policy 911:
 - a. Indoor facilities are generally made available for public use only when District personnel or District-approved supervision is present.
 - b. The District facilities available for public use are: athletic fields, school gymnasiums, cafeteria/multi-purpose room areas, and designated classrooms. By special arrangement, the school food service kitchen or other facilities may be made available for public use. (see E. School Kitchen)
7. Use of District facilities shall be restricted to activities that will not create unusual wear or depreciation on the facilities or equipment.
8. In addition to other restrictions, the District reserves the right to reject any application for facility use or terminate any agreement without advance notice upon evidence of violation of Board policy or procedure or irresponsible use of any District facility or equipment, or if it is determined that use will produce undue burden upon any aspect of the school's regular operation.
9. Any person who has had a facility use request denied may appeal to the Board of Education.

B. Retaining Privilege of Facility Use

1. Those using the facilities are expected to follow procedures outlined in sections A through G of this document.
2. Any Violation of rules established under this procedure or Policy 911 may serve as a basis for denying current or future use of District facilities.

C. Supervision of Facilities and Activities

1. A District custodian shall be on duty or on-call during non-school time use of District facilities. This requirement may be waived upon request to the District Administrator or designee when sufficient alternatives are used to secure the facility. However, in no event shall on-duty District staff member be responsible for supervision of a user group or a user group's activities.
2. The person who has signed the Facility Use Authorization Form shall be responsible to enforce the General Facility Use Regulations below.
3. Organizations and groups using District facilities must be supervised by an adequate number of responsible adults to insure proper use and care of District property.
4. The group supervisor must be the first person in the building and the last one out. The supervisor should arrive at least 15 minutes prior to the arrival of the other members of the group. Note: this is especially necessary for youth groups.
5. No door to the building may be propped open at any time. Group members should be admitted by those in charge or a designee.
6. Proper supervision must be maintained at all times, before the activity, during the activity, and after the activity. Proper supervision of individuals and activities is the sole responsibility of the organization, group, and/or individual scheduling facility use. The recommended ratio is one adult to 20 students.
7. All members of the group must stay in the facility stated on the permit; i.e., if a group is using the gym, members should not be running in the halls or found in other parts of the building.

D. General Facility Use Regulations

1. District facilities are to be used only as designated on the Facilities Usage Authorization Form.
2. Use of tobacco products is prohibited in District facilities or on District premises.
3. The possession or use of alcoholic beverages or controlled substances is not allowed on District Property. Persons under the influence of intoxicants or controlled substances are not permitted in District facilities or on District grounds.
4. Gambling of any kind is not allowed.
5. District authorized personnel shall have the right to inspect any facility at any and all times and require compliance with rules that may be necessary for the safety of such facilities and the occupants.
6. Property of non-school groups or organizations may not be stored in District facilities or premises without the prior written approval of the building principal. The District is not responsible for lost, stolen, or damaged property stored in District facilities or on District premises.
7. The user/lessor, in addition to the rental fee, shall assume full responsibility for any damages to the facilities and for replacement cost of equipment in the event of damage(s) or loss. The District has liability insurance, which will cover only the School District. The Board of Education reserves the right, through the District

Administrator, to require a certificate of insurance to verify coverage due to the nature of a proposed use.

In determining whether to allow or deny facility use in the absence of require insurance, the District Administrator shall take into account the nature of the activities at the proposed event and the size or scope of the proposed event (i.e., sports camps or groups, tournaments, etc.). If an individual or organization is denied access to school facilities may appeal the denial to the Board of Education by filing a written requires for the same at the District Administrator's office within ten (10) business days from the date of the District Administrator's denial.

8. Individuals or groups reserving District facility or premises agree by making a reservation to indemnify, save and hold free and harmless, the River Ridge School District, its officers, agents, and employees from and against all claims, demands, loss, liability, cost or expense of any kind or nature whatsoever which the District, its officers, agents or employees or any of them may sustain or incur, or that may be imposed upon any of them, or injury to, or death of, persons or damages to the property arising out of, connected with, or attributable to rental, use and occupancy of River Ridge School District facilities.
9. Individuals requesting a key/fob for use of the facilities outside of regular hours will be required to sign out the key/fob upon receipt of a \$25.00 security deposit per key/fob.
10. Fire and safety regulations must be observed.
11. Refreshments may be served only in designated areas and are to be kept out of gymnasiums.
12. Leave building and grounds in clean and respectable condition.
13. Make sure building is locked and secure before leaving.

E. School Kitchen Use

1. State regulations require the District to maintain food service facilities in conformance with all sanitation and health standards as stated in the State Board of Health Chapter of the Wisconsin Administrative Code (HHS 196-Restaurants). These standards must be complied with at all times, including times at which food service facilities are used for functions other than school lunch preparation.
2. Food service equipment may only be operated by trained personnel.
3. School kitchen facilities must be left in an orderly manner and ready for regular use by the food service staff.
4. Kitchens used for school lunch preparation or serving may only be used for non-school functions contingent upon approval of the District Administrator or Building Principal and the Food Service Director. The following procedures apply to all kitchen use:
 - a. The building principal shall notify the Food Service Director at least one week in advance of a scheduled kitchen use by providing the Food Service Director with a copy of the approved facility application and contract.
 - b. If any mechanized food service equipment is needed, an adult food service employee familiar with the equipment and sanitation procedures must be hired to operate, clean, and sanitize the equipment.

- c. Food service personnel may supply dish clothes, aprons, towels, and cleaning supplies, if requested.
- d. The charge for food service personnel is based on time and a half (\$10.00-\$25.00/hour).
- e. Users are responsible for ensuring that the kitchen(s) are left as found, and all equipment is returned to the storage areas.
- f. Garbage must be placed in the dumpster by the user (or building custodian, if on duty) the day of the event.
- g. The preparation and serving of coffee, drinks, and food prepared outside of the building is permissible in a school kitchen without a charge for food service personnel.

F. Fees For Use Of Facilities

1. Fees shall be charged as authorized in the fee schedule at the end of these procedures. Consideration should be given to the scheduling of events, activities, or practices during time when the school is staffed by custodial personnel. Custodial overtime will be charged to clubs/activities using facilities for activities scheduled beyond normal working hours.

2. Classification of Groups:

Group I: River Ridge School/Community Groups

Organizations not directly connected to the School District but whose primary purpose is to provide programs or support to District students, or is school-related (i.e., Booster Clubs, Parents Groups, Community Rec. Programs, WIAA, DPI, Girl Scouts, Boy Scouts, 4-H, etc.).

Group II: River Ridge Non-Profit Groups

Any governmental, civic, educational, fraternal or cultural groups primarily comprised of District residents providing an activity for which there is no admission charged (i.e., Lions, Lioness, Church Groups, Selective Youth Sports Programs, etc.).

Group III: River Ridge District For-Profit Groups

Any governmental, civic, educational, fraternal, cultural, or other group primarily comprised of District residents that sponsor an event at which an admission is charged (i.e., piano lessons, Tae Kwan Do, etc.).

Group IV: Non-Resident, Non-Profit Groups

Any governmental, civic, educational, fraternal or cultural groups primarily comprised of non-District residents providing an activity that does not charge an admission.

Group V:

Any non-District resident group, organization or agency whose interests are limited primarily for profit (i.e., private businesses, piano lessons, vendors, entrepreneurs, commercial institutions, private agencies, etc.).

3. All fees, except when agreed upon otherwise with the District Administrator or designee, are payable prior to the day of the facility use. Checks shall be made payable to the River Ridge School District and sent directly to the school office, 11165 County Hwy P, P.O. Box 78, Patch Grove, WI 53817. Organizations will be billed separately for any additions, costs, or damages incurred following the event.

G. Final Authority

Final Authority with respect to facility usage rests with the Board of Education.

H. Facility Fee Schedule

	<input type="checkbox"/> GROUP I <i>River Ridge School/Community Group</i>	<input type="checkbox"/> *GROUP II <i>River Ridge District Non-Profit Group</i>	<input type="checkbox"/> *GROUP III <i>River Ridge District For-Profit Group</i>	<input type="checkbox"/> *GROUP IV <i>Non-Resident Non-Profit Group</i>	<input type="checkbox"/> *GROUP V <i>Non-Resident For-Profit Group</i>
<input type="checkbox"/> Classroom	\$0.00	\$15.00	\$15.00	\$30.00	\$60.00
<input type="checkbox"/> Gymnasium Bleachers Needed	***\$0.00	\$25 \$27 \$275 **Daily/Weekly/Monthly	\$25 \$27 \$275 **Daily/Weekly/Monthly	\$50 \$150 \$550 **Daily/Weekly/Monthly	\$100 \$300 \$800 **Daily/Weekly/Monthly
<input type="checkbox"/> Athletic Field	\$0.00	1-day event \$0.00 Seasonal Use Lights - \$7/hr.	\$0.00 Lights - \$7/hr.	\$25.00/day \$200/season Lights - \$14/hr.	\$100/day Lights - \$14/hr.
<input type="checkbox"/> Commons Area	\$0.00	\$25.00	\$25.00	\$50.00	\$100 per day
<input type="checkbox"/> Kitchen	All use subject to Board Policy 911-Rule (E) School Kitchen Use (\$10-\$25/hr.)				
<input type="checkbox"/> Custodial	***Required for weekend use \$25/hr. All use subject to Board Policy 911-Rule (F) Fees for Use of Facilities				
Additional Needs:	<input type="checkbox"/> Folding Chairs _____ # Needed <input type="checkbox"/> Folding Tables _____ # Needed <input type="checkbox"/> Cafeteria Tables _____ # Needed		<input type="checkbox"/> PA System <input type="checkbox"/> Projector/Screen <input type="checkbox"/> TV/VCR		<input type="checkbox"/> 3-Tier Choral Risers <input type="checkbox"/> Portable Stage
Fees for use of items outside district buildings:	<input type="checkbox"/> Folding Chairs (\$.75 per chair or \$30.00 per rack) <input type="checkbox"/> Folding Tables (3-day maximum, \$6.00-6' tables, \$8.00-8' tables) <input type="checkbox"/> 3-Tier Choral Risers (\$30.00 each) <input type="checkbox"/> Portable Stage (\$30.00 each)			\$ _____ \$ _____ \$ _____ \$ _____	

*These groups must present a certificate of insurance in the amount of \$1,000,000.
 **Weekly = 3+ Days, Monthly = 15+ Days

Groups will be charged fees on a per night/per day basis rather than hourly (unless noted otherwise). Full costs incurred will be determined by calculating access fees, special set-ups required, cleaning, and an amount for general upkeep.

Adopted: February 9, 2000
 Revised: December 12, 2018

RIVER RIDGE SCHOOL DISTRICT – FACILITY USAGE AUTHROIZATION

ORGANIZATION REQUESTING FACILITY					
Name of Organization:			Group Size:		
REPRESENTATIVE PRESENT AND IN CHARGE:			Business Phone:	Home Phone:	
Representatives Address:		PURPOSE OF USE:		Key Needed?	
Others Needs/Comments:					
FACILITY REQUEST					
<input type="checkbox"/> Elementary School		<input type="checkbox"/> Middle School		<input type="checkbox"/> High School	
Dates Needed: <i>(list each date)</i>					
Day(s) of the week:		<input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> S		Time Needed: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM to _____ <input type="checkbox"/> AM <input type="checkbox"/> PM	
Please indicate the facility you are requesting and the Group type that you would be classified as:					
	<input type="checkbox"/> GROUP I <i>River Ridge School/Community Group</i>	<input type="checkbox"/> *GROUP II <i>River Ridge District Non-Profit Group</i>	<input type="checkbox"/> *GROUP III <i>River Ridge District For-Profit Group</i>	<input type="checkbox"/> *GROUP IV <i>Non-Resident Non-Profit Group</i>	<input type="checkbox"/> *GROUP V <i>Non-Resident For-Profit Group</i>
<input type="checkbox"/> Classroom	\$0.00	\$15.00	\$15.00	\$30.00	\$60.00
<input type="checkbox"/> Gymnasium Bleachers Needed	***\$0.00	\$25 \$27 \$275 <small>**Daily/Weekly/Monthly</small>	\$25 \$27 \$275 <small>**Daily/Weekly/Monthly</small>	\$50 \$150 \$550 <small>**Daily/Weekly/Monthly</small>	\$100 \$300 \$800 <small>**Daily/Weekly/Monthly</small>
<input type="checkbox"/> Athletic Field	\$0.00	1-day event \$0.00 Seasonal Use Lights - \$7/hr.	\$0.00 Lights - \$7/hr.	\$25.00/day \$200/season Lights - \$14/hr.	\$100/day Lights - \$14/hr.
<input type="checkbox"/> Commons Area	\$0.00	\$25.00	\$25.00	\$50.00	\$100 per day
<input type="checkbox"/> Kitchen	All use subject to Board Policy 911-Rule (E) School Kitchen Use (\$10-\$25/hr.)				
<input type="checkbox"/> Custodial	***Required for weekend use \$25/hr. All use subject to Board Policy 911-Rule (F) Fees for Use of Facilities				
Additional Needs:	<input type="checkbox"/> Folding Chairs _____ # Needed <input type="checkbox"/> Folding Tables _____ # Needed <input type="checkbox"/> Cafeteria Tables _____ # Needed		<input type="checkbox"/> PA System <input type="checkbox"/> Projector/Screen <input type="checkbox"/> TV/VCR		<input type="checkbox"/> 3-Tier Choral Risers <input type="checkbox"/> Portable Stage
Fees for use of items outside district buildings:	<input type="checkbox"/> Folding Chairs (\$.75 per chair or \$30.00 per rack) <input type="checkbox"/> Folding Tables (3-day maximum, \$6.00-6' tables, \$8.00-8' tables) <input type="checkbox"/> 3-Tier Choral Risers (\$30.00 each) <input type="checkbox"/> Portable Stage (\$30.00 each)			\$ _____ \$ _____ \$ _____ \$ _____	
Estimate/Cost to use facility requested:	\$ _____	<i>All fees, except when agreed upon otherwise are payable prior to the day of the facility use. A separate bill will occur for any additions, costs or damages incurred.</i>		Invoiced?	Invoice #
AGREEMENT					
<p>1. The requestor(S) as authorized representative(s) agent(s) of the organization/group/individual noted above request use of the building(s), facility(ies) and equipment for the date(s), time(s) and purpose(s) noted above and in so doing hereby and forever discharges and releases the River Ridge School District, its successor and assigns, from all debts, claims, demands, actions, and clauses of action whatsoever, which he/she/they may not have or may hereafter have, as a result of the use of the property that is the subject of the release of the claims. The requestor(s) further understand that the River Ridge School District, through the Board of Education or other authorized representative(s) or agent(s) of the organization/group/individual noted below guarantee(s) the order behavior of the user(s) and the public and agrees to underwrite any repair of damages cause by the user(s) and/or public use of the school district property as noted above.</p>					

2. All tobacco product and alcoholic beverage are prohibited on School District property.
3. Fire Department does not respond to the Fire Alarm. Fore response call 911.

I verify that I have read Policy 911 and 911-Rule and the above agreement and understand its content to the best of my ability.

Requestor's Signature:	Date:
Principal's Signature:	Date:
Athletic Director's Signature:	Date:

*These groups must present a certificate of insurance in the amount of \$1,000,000.

**Weekly = 3+ days, Monthly = 15+ Days

Adopted: February 9, 2000

Revised: December 12, 2018

FACILITIES PLANNING

It is the goal of the River Ridge School Board to maintain a continuous on going program of facility improvement, maintenance, and expansion as needed to meet the continuing educational expectations and demands of the student, the community, and society in general.

The Board realizes that to provide adequate facilities for the total educational program requires planning for the present, the immediate future, and the distant future based on current and future anticipated needs.

The Superintendent of Schools or designee shall have primary responsibility for the development and administration of major facility construction, additions or remodeling projects. Planning of major facility construction additions or remodeling shall involve staff members and Board members and be approved by the School Board. The District shall comply with federal, state and local laws, codes and ordinances relating to design and construction.

The Superintendent of Schools or Designee shall have decision-making authority to revise plans and specifications recommended through the planning process to avoid cost overruns and to ensure timely completion of the project, subject to School Board approval. Approval of plans at the various stages of development shall be by School Board action.

A milestone schedule for the entire project shall be developed and submitted to the School Board for approval.

An estimate of the costs of major construction, additions or remodeling shall be submitted to the School Board and based upon information furnished by the architect/engineer and/or the general contractor/construction manager. A total project cost estimate shall be prepared and include:

- a. Construction cost including fixed equipment and site development
- b. Architectural services
- c. Movable equipment (Furniture, Fixtures and Equipment)
- d. Special assessments for sewer, water and paving
- e. Contingency

The public shall be kept informed of District facilities needs and plans.

LEGAL REF.: Wisconsin Statutes

Sections 120.10(5) [Annual meeting power; designating building sites]

120.10(10m) [Annual meeting power; school capitalization expansion fund]

120.12(1) [Board duty; care, control and management of district property]

120.12(5) [Board duty; repair of school buildings]

120.12(21) [Board duty; consideration of effects on historic properties]

120.13(1) [Board power; do all things reasonable for cause of education]

APPROVED: February 9, 2000; April 12, 2017

FINANCING CAPITALIZATION

Major construction, additions or remodeling may be financed from the general fund budget or from notes or bonds approved in a capital project referendum in accordance with state law.

Upon approval of a major construction, additions or remodeling project, the Superintendent of Schools or designee, shall initiate the necessary procedure for securing financing.

In evaluating financing options, the borrowing term should not be longer than the life cycle of the project. Prior to engaging such financing, administration shall develop a financing plan and present it to the Board for approval.

LEGAL REF.: Wisconsin Statutes

Sections 67.03 [Limitations on indebtedness]

67.05 [Bond issues]

67.12 [Temporary borrowing]

120.10(6) [Annual meeting power; tax for sites, buildings and maintenance]

120.10(10) [Annual meeting power; debt service fund]

120.10(10m) [Annual meeting power; school capital expansion fund]

120.13(29) [Board power; borrow money and issue municipal obligations]

120.135 [Capital improvement fund]

CROSS REF.:

931, Consultant Services

951.1, Construction Contracts, Bidding and Awards, and Change Orders

APPROVED: April 12, 2017

CONSULTANT SERVICES

Consultant services may be used to assist the District staff in development of major construction, additions or remodeling programs consistent with School Board policy and approved budget.

Specifically, consultant services may be obtained to assist in educational planning, design, projecting building needs, soil testing, site development, engineering services, cost estimating, bond referendums, and bond sales among other services.

LEGAL REF.: Wisconsin Statutes

Section 120.13(9) [Board power; employ architect/engineer]

CROSS REF.: Policy 920, Facilities Planning

Policy 920.2, Facilities Capitalization

Policy 932, Selection and Function of Architect/Engineers

Policy 951.1, Construction Contracts, Bidding and Awards, and Change Orders

APPROVED: April 12, 2017

SELECTION AND FUNCTION OF ARCHITECT/ENGINEERS

Upon the completion of the educational specifications, the Board shall designate an architect/engineer for major facility construction, additions or remodeling projects. Selection shall be on the basis of general qualifications including design ability, technical competence in the design of educational facilities, reliability, and past work experience with the District. A modified AIA contract between the architect/engineer and the School Board shall be promptly executed upon selection. This contract shall define in detail the rights and obligations of both parties and shall be approved by the school district's attorney.

The architects shall advise the administration and Board on the phases of the project for which they have technical training and experience.

The architect - engineer employed for the building project shall;

1. Translate the educational program for which the facilities are needed into building design and specifications.
2. Be responsible for drawing up preliminary and final plans and specifications for the total project with the counsel and approval of the Board. This shall include site development, construction, and equipment. All such final plans and specifications shall be in compliance with all local, state and federal building codes which are applicable to the project.
3. Advise the Board on the letting of contracts.
4. Supervise or direct the supervision of construction.
5. Recommend approval and acceptance of completed facilities.
6. Supplement their services, when necessary, by consulting specialists such as landscape architects, heating, ventilating, electrical, structural, and acoustical engineers.

LEGAL REF.: Wisconsin Statutes

Section 120.13(9) [Board power; employ architect or engineer]

APPROVED: February 9, 2000; April 12, 2017

DESIGN, DEVELOPMENT AND CONSTRUCTION DOCUMENT DRAWINGS

Architectural Design Development and Construction Document drawings shall be developed in accordance with standard architectural practice methods and with established District standards. Architectural Design Development floor plans and evaluations, will be developed under the guidance of the Buildings and Grounds Committee, and shall give a clear idea of the basic design of the building, materials, built-in equipment and the approximate cost.

Upon completion of the Design Development phase of the building design and by the recommendation of the Building and Grounds Committee, plans, specification and cost estimates will be submitted to the Board for approval. The Superintendent of Schools or Designee shall make recommendations to the Board to proceed with the development of final Construction Documents.

Complete architectural, structural, mechanical and civil engineered drawings which detail the building layout, design and construction materials shall be included in the Construction Document drawings.

CROSS REF.: 920, Facilities Planning
APPROVED: April 12, 2017

PROJECT ADMINISTRATION/SUPERVISION

The architect/engineer shall be responsible to the Superintendent of Schools or designee for the major facility construction, additions or remodeling project as specified in the contract, including providing for regular observation and inspection of the project.

APPROVED: April 12, 2017

CONSTRUCTION CONTRACTS

The architect or the school attorney shall prepare the contracts in accordance with policies of the Board and the provisions as set forth in the plans and specifications. If the architect prepares the contract it shall be approved by the school attorney.

APPROVED: February 9, 2000; April 12, 2017

CONSTRUCTION CONTRACTS, BIDDING AND AWARDS, AND CHANGE ORDERS

Bids shall be received for major facility construction, additions or remodeling in accordance with established rules and regulations. All competitive bids shall be in conformity with the project specifications.

All bids shall be in writing and properly sealed to be eligible for consideration by the Board. No bids received after the time deadline shall be accepted for consideration.

All written and sealed bids shall be opened at a public meeting at a time and place designated by the Board. Bids may be withdrawn prior to the opening of bids. Withdrawals will be allowed after the opening of bids only upon proof of substantial, unintentional error or omission, based on the recommendation of the Superintendent of Schools and subject to School Board approval.

The Board shall have the final authority to accept bids and award contracts on a given building project. In considering all bids on a project, the board will accept those bids that the Board feels are in the best interest of the School District.

The Board shall make final award of the contract based on recommendations of the Superintendent and receipt of the protection and guarantees required by law and School Board policy and regulations. The protection and guarantees may include certificate of insurance and performance bond. Or: Proper causality, liability, and surety bonds insurance shall be provided by all contractors in accord with the Board directive in the final plans and specifications.

All details of payment procedures to contractors and the architect-engineer shall be clearly specifies in the written contract. These details will include a definite payment schedule that shall be strictly adhered to throughout the construction period. All requests for payment must be made in writing and be approved by the Board before they are made.

At the time the School Board makes a final award or contract or at any other time deemed appropriate by the School Board, the School Board may set a fixed dollar amount as an owner's contingency and the same or a lesser amount of that contingency as that which can be used upon the approval of the Superintendent of Schools or designee. When change orders or other expenses not included in the base award exceed the fixed dollar amount established by the School Board, the Superintendent shall recommend acceptance or rejection of the change to the School Board. The School Board shall make the final decision in such cases.

LEGAL REF.: Wisconsin Statutes
Sections 779.14 [Public works; form of contract, bond or remedy]

APPROVED: February 9, 2000; April 12, 2017

EQUIPMENT AND FURNITURE

Fixed equipment designated by the Superintendent of Schools or designee shall be included in the construction contract. Fixed equipment shall include items that are a permanent part of a school building.

Movable equipment and furniture designated by the Superintendent/ or designee shall be purchased by the District through the Purchasing Department. Movable equipment shall include items that can be used in more than one location.

CROSS REF. Policy 951.1, Construction Contracts, Bidding and Awards, and Change Orders
APPROVED: April 12, 2017

ACCEPTANCE OF COMPLETED PROJECT

The School Board may accept a major construction, additions or remodeling project when a Certificate of Occupancy has been granted by the building department of the local governing body. A Certificate of Substantial Completion which records the date of substantial completion of the work by the contractor or substantial completion of a designated portion; thereof shall be issued by the project architect in conjunction with a "Punch list" to the Director of Facilities.

APPROVED: April 12, 2017