

7000 - CONSTRUCTION, REMODELING AND RENOVATION

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Policy

GOALS AND OBJECTIVES IN ALTERATIONS AND NEW CONSTRUCTION

The Board wishes to provide and maintain educational facilities which are efficient, economical and suitable for implementing the district's plan for a thorough and efficient educational program for its children.

To this end, an accurate, up-to-date building plan (blueprint, tracing or computer drawing) of each facility shall be filed in the School Business Administrator/Board Secretary's office.

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Key Words

Goals, Objectives, Construction

Possible

Cross References: *2240 Research, evaluation and planning
*7110 Long-range facilities planning
*7115 Development of Educational Specifications

*Indicates policy is included in the Critical Policy Reference Manual.

Policy

LONG-RANGE FACILITIES PLANNING

To ensure that district facilities will be able to meet the future needs of the educational program, the Board directs the Superintendent to develop procedures for collecting relevant information, including but not limited to:

- A. The changing educational needs of the district;
- B. Relations with the total community;
- C. Plant and site aesthetics;
- D. Changing makeup of district population as to age distribution, educational levels, etc.;
- E. Community planning and zoning;
- F. Financial ability of the school district;
- G. Safety and welfare of pupils;
- H. True economy reflecting full value for each tax dollar expended;
- I. Optimum access for disabled pupils;
- J. Relationship between projected new facilities and those already in existence.

Planning for major rehabilitation and remodeling will be incorporated into the school district master plan on a scheduled basis.

Substandard Facilities

All existing school facilities will be evaluated annually for their suitability to current district needs. Any facilities found to be substandard according to the administrative code shall be corrected as quickly as possible in compliance with law.

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Key Words

Long-range Facilities Planning, Planning, Facilities

<u>Legal References:</u>	<p><u>N.J.S.A.</u> 18A:7F-7</p> <p><u>N.J.S.A.</u> 18A:7F-26</p> <p><u>N.J.S.A.</u> 18A:7G-1 through -44 <u>et al.</u></p> <p><u>N.J.S.A.</u> 18A:11-2</p> <p><u>N.J.S.A.</u> 18A:33-1</p> <p><u>N.J.S.A.</u> 18A:33-1.1</p> <p><u>N.J.A.C.</u> 5:23-1.1 <u>et seq.</u></p> <p>See particularly:</p> <p><u>N.J.A.C.</u> 5:23-1.1, -3.1, -3.11 B</p> <p><u>N.J.A.C.</u> 5:23-7.1 <u>et seq.</u></p> <p><u>N.J.A.C.</u> 6A:10A-1.1 <u>et seq.</u></p> <p><u>N.J.A.C.</u> 6A:23-8.1 <u>et seq.</u></p> <p><u>N.J.A.C.</u> 6A:25-1.1 <u>et seq.</u></p> <p><u>N.J.A.C.</u> 6A:26-1.1 <u>et seq.</u></p> <p>See particularly:</p> <p><u>N.J.A.C.</u> 6A:26-2.1 <u>et seq.</u></p> <p>-6.1 <u>et seq.</u>, -10.1 <u>et seq.</u></p> <p>-12.1 <u>et seq.</u></p> <p><u>N.J.A.C.</u> 6A:30-1.4</p> <p><u>N.J.A.C.</u> 6A:32-8.1 <u>et seq.</u></p> <p><u>N.J.A.C.</u> 6A: 32-12.1</p> <p><u>N.J.A.C.</u> 6A: 32-12.2</p> <p><u>N.J.A.C.</u> 6A: 32-14.1</p>	<p>Appropriation by school district of undesignated fund balance; amounts allowable</p> <p>Distribution of state aid for facilities</p> <p>Educational Facilities Construction and Financing Act</p> <p>Power to sue and be sued; report; census of school children</p> <p>District to furnish suitable facilities; adoption of courses of study</p> <p>Substandard facility; approval; inspection; abandonment</p> <p>Uniform Construction Code</p> <p>Barrier Free Subcode</p> <p><i>Improving Standards-Driven Instruction and Literacy and Increasing Efficiency in Abbott School Districts</i></p> <p>Annual Budget Development, Review and Approval</p> <p>Qualified Zone Academy Bond Program</p> <p>Educational Facilities</p> <p>Evaluation process for the annual review</p> <p>Attendance and Pupil Accounting</p> <p>Reporting requirements</p> <p>School level-planning</p> <p>Review of mandated programs and services</p>
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Manual for the Evaluation of Local School Districts

Possible

<u>Cross References:</u>	<p>*2240 Research, evaluation and planning</p> <p>*2255 Action planning for T&E certification</p> <p>*3100 Budget planning, preparation and adoption</p> <p>*3220/3230 State funds; federal funds</p> <p>*3260/3270 Sale and disposal of books, equipment and supplies; sale, licensing and rental of property</p> <p>3360 Rental/long-term leasing</p> <p>7114.2 Temporary facilities</p> <p>*7115 Developing educational specifications</p>
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*Indicates policy is included in the Critical Policy Reference Manual.

Policy

REPAIRS

In considering any proposal for alterations, additions or major repairs to the district's existing facilities, the Board will employ the services of a licensed architect as a consultant to help determine:

1. Necessity for the project;
2. Probable cost;
3. Alternatives.

Complaints of Principals regarding school buildings or any request for improvement or change must be made to the Superintendent who will notify the Board of Education and School Business Administrator/Board Secretary.

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Key Words

Repairs, Additions, Architect, Construction

Possible

Cross References: *2240 Research, evaluation and planning
*7110 Long-range facilities planning
*7115 Development of Educational Specifications

*Indicates policy is included in the Critical Policy Reference Manual.

Policy

TEMPORARY FACILITIES

Because rented facilities, movable units, and other emergency school housings are almost invariably inadequate for public school purposes, it is the aim of the Board to have sufficient permanent facilities to meet the needs of school enrollment and the school program.

If circumstances require immediate space which is not available in public school buildings, facilities will be rented, and movable structures used, only as a temporary, emergency measure, and in keeping with state requirements.

Temporary Facilities:

When the needs of the educational program demand more space than the district has available in standard classrooms, the Superintendent shall recommend alternative courses to provide such space, and the Board shall approve the most appropriate.

Use of substandard classroom space or temporary or mobile facilities shall be for the least possible time.

Safety and sanitation in such facilities shall be strictly supervised.

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Key Words

Temporary Facilities, Rented Facilities

Possible

Cross References: *2240 Research, evaluation and planning
*7110 Long-range facilities planning
*7115 Development of Educational Specifications

*Indicates policy is included in the Critical Policy Reference Manual.

Policy

DEVELOPING EDUCATIONAL SPECIFICATIONS

Educational needs should determine the plan and design of the schools. Therefore, the Superintendent shall develop comprehensive educational specifications for any projected facilities--whether built or altered, owned or leased, temporary or permanent--for consideration by the Board.

In developing the specifications, the Superintendent shall draw on recommendations of citizens, professionals and support staff, pupils, and other appropriate sources. The factors on which the specifications are based shall include but not be limited to:

- A. The plan of school organization and estimated size and type of enrollment in the proposed facility;
- B. Provisions for the disabled;
- C. Space requirements for all functions, including an indication of relative locations of various spaces;
- D. Desired layout of special areas and the equipment needed for such areas;
- E. Mechanical features and special finishes desired;
- F. Standard codes and regulations (school district, community, county, and state) affecting planning;
- G. Other requirements under existing law and regulation;
- H. Pertinent budget and related factors.

The Board needs the specifications to:

- A. Clarify and consolidate the thinking of the administration, the Board, and the community on the needs, desires, and objectives of the educational program to be conducted within the proposed new facility;
- B. Organize this important information in a manner that can be easily and clearly interpreted by the architect.

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Key Words

Educational Specifications, Planning

Legal References: N.J.S.A. 18A:7G-1
through -44 et al.

Educational Facilities Construction and Financing Act

<u>N.J.S.A.</u> 18A:18A-16	Preparation and approval of plans and specifications for public schoolhouses
<u>N.J.S.A.</u> 18A:18A-16.1	Regulations; construction standards for school buildings
<u>N.J.S.A.</u> 18A:18A-17	Facilities for handicapped persons
<u>N.J.S.A.</u> 18A:33-1	District to furnish suitable facilities; adoption of courses of study
<u>N.J.S.A.</u> 18A:46-13	Types of facilities and programs
<u>N.J.S.A.</u> 18A:46-14	Enumeration of facilities and programs
<u>N.J.S.A.</u> 18A:46-15	Facilities and programs; approval by commissioner; special classes for handicapped children; review; improvement
<u>N.J.A.C.</u> 5:23-7.1 <u>et seq.</u>	Barrier Free Subcode
<u>N.J.A.C.</u> 6A:26-1.1 <u>et seq.</u>	Educational Facilities
<u>See particularly:</u>	
<u>N.J.A.C.</u> 6A:26-5.1 <u>et seq.</u> , -6.1 <u>et seq.</u>	

29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973

42 U.S.C.A. 12101 et seq. - Americans with Disabilities Act (ADA)

Manual for the Evaluation of Local School Districts

Possible

Cross References: *2240 Research, evaluation and planning
*7110 Long-range facilities planning

*Indicates policy is included in the Critical Policy Reference Manual.

Policy

PUBLIC PARTICIPATION

The Board wishes to have input from all parties interested in planning and construction of new facilities and major alterations. Therefore, the Superintendent shall develop procedures for encouraging parents/guardians, staff and community members to participate in all four stages of school construction:

- A. Identifying school building needs;
- B. Planning the school plant;
- C. Constructing the buildings;
- D. Accepting and using the plant.

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Key Words

Goals, Objectives, Construction

Possible

Cross References: *1000/1010 Concepts and roles in community relations; goals and objectives
*1120 Board of education meetings
1210 Community organizations
*1220 Ad hoc advisory committees
*5020 Role of parents/guardians
*6162.4 Community resources

*Indicates policy is included in the Critical Policy Reference Manual.

Policy

DESIGNING/ARCHITECTURAL/ENGINEERING SERVICES

All plans and specifications for school building work of any nature, by law, must be prepared by an architect, a mechanical engineer or structure engineer registered to practice in the state of New Jersey and within the limits covered by such registration.

The Board of Education's criteria for the selection of architects and engineers to be employed by the school district will be such as to ensure a high degree of competency. Selection of architects for each project will be made from a Board-of-Education-approved, limited listing developed by applying the criteria referred to above.

The School Business Administrator/Board Secretary shall, through appropriate delegation, be responsible for:

- A. Developing criteria applicable to the selection of architects and similar professionals for Board of Education approval;
- B. Recommending limited list of architects and similar professionals to be approved by the Board of Education;
- C. Providing the pertinent information necessary to facilitate review and reappraisal of the limited list of architects and similar professionals;
- D. Recommending specific firms from the approved list for each project.

In selecting new sites for district facilities, the Board will consider:

- A. Location in relationship to hazards and nuisances;
- B. Size for proposed purpose;
- C. Fairness of price.

The School Business Administrator/Board Secretary and the professional architects and engineers shall ensure that the site is developed in such a way as to enhance the educational program most effectively at the least cost.

In continued development of the sites of existing facilities, the School Business Administrator/Board Secretary shall propose means to minimize hazards and nuisances.

The Board will contest any zoning or use changes that could affect the health or welfare of the students attending district facilities.

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Key Words

Design, Designing, Architect, Engineer, Engineering Services

Possible

Cross References: *2240 Research, evaluation and planning
*7110 Long-range facilities planning
*7115 Development of Educational Specifications

*Indicates policy is included in the Critical Policy Reference Manual.

Policy

FINANCING

In consolidating plans for new building or major repairs and renovations, the district shall investigate all possible sources of funds in addition to a tax levy.

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Key Words

Financing

Possible

Cross References: *2240 Research, evaluation and planning
*7110 Long-range facilities planning
*7115 Development of Educational Specifications

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Policy

BIDS

The School Business Administrator/Board Secretary shall be responsible for performing or supervising all the steps of the bid-solicitation process in accordance with the law. The steps include;

- A. Advertisement and solicitation;
- B. Provision of plans and specifications;
- C. Notification of time for preparation of bids;
- D. Receiving deposits from bidders when required;
- E. Determining qualifications of bidders;
- F. Receiving and opening bids;
- G. Notifying bidders of awarding of contract.

The Board may designate others to act with the School Business Administrator/Board Secretary.

The Board reserves the right to refuse all bids.

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Key Words

<u>Legal References:</u>	<u>N.J.S.A.</u> 18A:18A-21	Advertisements for Bids
	<u>N.J.S.A.</u> 18A:18A-24	Security to Accompany Bid Amount
	<u>N.J.S.A.</u> 18A:18A-25	Guarantee Certificate
	<u>N.J.S.A.</u> 18A:18A-26	Classification of Bidders
	<u>N.J.S.A.</u> 18A:18A-27 <i>et seq.</i>	Qualifications of Bidders
	<u>N.J.S.A.</u> 18A:18A-36,-39	Awarding Contracts

Cross References: 3323 Bids and quotations

Policy

CONTRACTS

The Board solicitor shall be responsible for:

- A. Drawing up the legal section of the bid documents;
- B. Drawing up reviewing, and approving all construction contracts to be entered into by the Board.

In general, all contracts or agreements which require public advertisement for bids shall be awarded to the lowest responsible bidder. However, the Board of Education reserves the right to reject any and all bids.

Only the Board can approve such contracts.

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Key Words

Contract, Contracts

Legal Reference: N.J.S.A. 18A:18A-36, -37 Awarding Contracts

Possible

Cross References: *2240 Research, evaluation and planning
 *7110 Long-range facilities planning
 *7115 Development of Educational Specifications

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Policy

CHANGE ORDERS

After the contract has been signed, only the Board of Education can issue a change order. This holds true whether or not the change would add to the cost of the project.

Only the School Business Administrator/Board Secretary may, in situations which would adversely affect the construction schedule, approve a change order and present the change to the Board at the next scheduled meeting.

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Key Words

Change Order, Construction Schedule

Possible

Cross References: *2240 Research, evaluation and planning
*7110 Long-range facilities planning
*7115 Development of Educational Specifications

*Indicates policy is included in the Critical Policy Reference Manual.

Policy

PROTECTION AND GUARANTEES

Included in any construction, renovation, repair, or remodeling contract shall be provisions to protect the district from monetary loss or from loss due to the project not being completed according to the terms of the contract. Such provisions shall include:

- A. Surety bonds;
- B. Guarantee of safe working conditions during construction;
- C. Contractor's insurance during construction;
- D. Contracts release of all liens;
- E. Guarantees for adjustments and corrections after completion;
- F. Guaranteed completion date.

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Key Words

Protection, Guarantees, Construction, Renovation, Repair, Remodeling

Possible

Cross References: *2240 Research, evaluation and planning
*7110 Long-range facilities planning
*7115 Development of Educational Specifications

*Indicates policy is included in the Critical Policy Reference Manual.

Policy

SUPERVISION/CLERK OF THE WORKS

The School Business Administrator/Board Secretary or designee shall serve as clerk of the works on all projects requiring such supervision.

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Key Words

Clerk, Supervisor

Possible

Cross References: *2240 Research, evaluation and planning
*7110 Long-range facilities planning

*Indicates policy is included in the Critical Policy Reference Manual.

Policy

DEDICATION OF PROJECT/NAMING OF FACILITY

In order to avoid confusion, the Board of Education will not change the name of any facility unless its function changes.

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Key Words

Dedication, Naming, Facility, Facilities, Supervisor

Possible

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*7110 Long-range facilities planning

*Indicates policy is included in the Critical Policy Reference Manual.