

# PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: March 8, 2013

REVISED:

## 701-AR-2. NEW CONSTRUCTION

When appropriate, based on the recommendations of the administration, the Board will authorize a comprehensive study to determine the need for new construction of a district facility.

When making decisions pertaining to design and construction of school facilities, the Board will confer with members of the district staff and community residents, the Department of Education, and educational and architectural consultants, as it deems appropriate.

The administration will ensure that the district's goals for facilities are to:

1. Integrate facilities planning with other aspects of planning and goal-setting.
2. Base educational specifications for school buildings on identifiable student needs.
3. Design buildings for sufficient flexibility to permit new or modified programs.
4. Design buildings for maximum potential for community use.
5. Meet or exceed all safety requirements.
6. Meet requirements on the accessibility of school facilities to disabled individuals as specified in federal and state law.
7. Provide for low maintenance costs and energy efficiency.

### Selection Of Architect

The Board and Superintendent will develop criteria for the selection of architects and engineers to be employed by the Board to assure the district will receive a high degree of competency for these professionals.

The procedure for selecting an architect to direct a new construction project is as follows:

1. The Board will appoint a Screening Committee, which will comprise no more than three (3) Board members, plus others. The Committee will be a balance of Board members and administrators. The Superintendent will be a member of the Screening Committee.

2. The Superintendent or designee will serve as the resource person for the Committee. S/He will solicit bids from the firms approved by the Board or other sources.
3. The Screening Committee will review proposals relative to the established criteria and determine the firms to be interviewed by the Committee.
4. The Superintendent or designee will schedule the interviews, and the Committee will conduct the interviews in the most efficient manner possible.
5. The Screening Committee will determine the final nominee(s) and prepare a report for the Board describing the reasons for the recommendation of the firm(s) and rejection of the other applicants.
6. The Screening Committee will present it final nominee(s) to the Board for final interview, recommendation and/or approval.

Role Of Solicitor

The solicitor will be responsible to review the following:

1. Land purchase contracts.
2. Construction contracts.
3. Easements and/or permits for utilities.
4. Titles and deeds for chosen sites.
5. Need for applications relative to special land use.

The solicitor will be responsible for preparing the following:

1. Titles and deeds.
2. Settlement documents for land transfer.
3. Condemnation documents for site and easement acquisitions.
4. Liens and claims.
5. Deeds of dedication for rights-of-way.
6. Resolutions for Board approval involving easements, rights-of-way and land sales.

The solicitor will provide legal representation during condemnation proceedings, suits involving construction contracts and payments.

The solicitor will coordinate settlement and condemnation payments for land and easement acquisitions.

Contractor Responsibilities

1. The contractor will provide a qualified construction supervisor on the project.
2. The construction supervisor will provide such supervision service directly or indirectly through his/her assistants or subcontractors as necessary to complete the project in accordance with the contract documents, or schedule such acceptable workmanship.
3. The contractor will provide for all permits, tests, and reports required by regulations, codes and/or the contract demands when feasible.
4. The contractor will provide for the reasonable safety measures for all parties associated with the project.
5. The contractor will take necessary precautions to protect adjacent property and the public from damage to persons or property as a result of his/her operations or those of his/her subcontractors, as required by federal, state and local safety standards, laws, codes or contract documents.
6. The contractor will compare the project progress with the progress chart and update as required.