

## F - FACILITY PROGRAM

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**LONG RANGE PLANNING**

It shall be the responsibility of the Marengo County Board of Education and Superintendent to develop and/or implement plans for the System that will meet the present and future educational requirements of the community. To effectively discharge this responsibility, the Board shall develop a long-range building plan to be implemented over the next several years to meet the School System's school facility-related requirements.

The Board should actively involve administrators, teachers, students, parents, and local citizen groups, specially designated committees, technical personnel (e.g., architects, planners and approved outside consultants) in the design, development and/or revision of the long-range planning program.

The Superintendent shall be authorized to secure the services of experts in the area of school plant planning to work with professional personnel during educational specification preparation if he considers such assistance beneficial.

**PROJECT PLANNING**

It shall be the responsibility of the Marengo County Board of Education to consider, revise, and adopt recommendations of the Superintendent and members of his staff for planning adequate buildings and equipment for the School System. All such plans and recommendations should be in keeping with State building rules and regulations.

The Board shall instruct the Superintendent to coordinate all phases of the building effort, such coordination to include but not be limited to direction of planning activities, investigation of potential funding sources, and overall supervision of all building projects once construction begins. The Superintendent shall keep the Board fully informed and make recommendations which he deems are appropriate relative to time allowance differentials, change orders, and final approval of complete projects.

The Board and Superintendent shall prepare education specifications for a new facility and an architect shall then be retained to translate those specifications into building designs and construction specifications.

The Board shall select, upon the recommendation of the Superintendent architects and/or engineers as needed to design new school buildings and/or to renovate existing buildings. All such persons, i.e. architect and general contractor, shall post a performance bond with a surety company licensed to do business in Alabama. All architects shall carry error and omissions insurance.

**EDUCATIONAL SPECIFICATIONS**

The Marengo County Board of Education shall approve a set of comprehensive educational specifications for any architect retained by the Board. These specifications, which shall be discussed in conferences with the architect shall include:

1. Information concerning the plan of school organization and estimated enrollment in the proposed building.
2. A description of the proposed curriculum and the teaching methods and techniques to be employed.
3. A schedule of space requirements, including an indication of relative locations of various spaces.
4. A desired layout of special areas and the equipment needed for such areas.
5. An outline of mechanical features and special finishes desired.
6. A description of standard codes and regulations (school district, city, county and state) affecting planning.

**PROJECT ADMINISTRATION**

The Marengo County Board of Education shall require from the Superintendent a review of the activities in his supervision of building construction. The review shall include adequacy of field inspection of the contractor's operation, and periodic reports of the architect relating to the construction, and any other matters pertaining to the interest of the School System. The Superintendent shall make to the Board periodic reports verifying that the work of the construction contractor and the architect is being performed in accordance with plans, specifications, and contracts. Reports shall be made after periodic visits to the sites.

A minor change order may be approved by the Superintendent who will report his actions to the Board. If the Superintendent decides Board consideration is not necessary, then the signature of the Superintendent shall be considered Board action.

Upon completion of the building construction and a final inspection of all its aspects by the architect, contractors, and school officials, a recommendation for its acceptance shall be made to the Board.

The State Board of Education requires that the local Superintendent notify the state Superintendent within ten days after the beginning of construction of a building and request that the State Department representative inspect the building during the construction to insure that the plans and specifications are being followed.

The local Superintendent shall see that payment for more than 95% of the contract price of the building is not submitted until the final inspection of the building is made and all plans and specifications are complied with in full.

Ref: Ala. Code 16-1-2.

**FILE: FCA**  
**Revised January 30, 1989**  
**Revised Nov. 26, 2002**

## **BIDS AND QUOTATIONS**

The Marengo County Board of Education recognizes that contracts involving expenditures in excess of \$7,500.00 shall be open competitive bidding. Sealed bids shall be submitted with the contract being awarded to the lowest responsible bidder where the bid complies with the specifications.

**BID ADVERTISEMENT AND SOLICITATIONS**

The Marengo County Board of Education shall authorize advertisement of all proposed purchases in excess of the current legal base by posting notice thereof on a bulletin board maintained in the central office and in any other manner and for such lengths of time as may be determined; provided, however, that sealed bids shall also be solicited by sending notice by mail to all persons, firms, or corporations who have filed a request in writing that they be listed for solicitations on bids for such particular items as are set forth in such request. If any person, firm, or corporation whose name is listed fails to respond to solicitations, such listing may be canceled.

If the purchase or contract involves an amount less than the current legal base, the purchases or contracts may be made upon the basis of sealed bids or in the open market. No purchase or contract involving an amount in excess of the current legal base shall be divided into parts involving lesser amounts for the purpose of avoiding the requirements of this policy.

The Marengo County Board of Education shall endorse competitive bidding to assure that highest possible efficiency at lowest possible cost is achieved.



**FILE: FCB**

## **SUPERVISION OF CONSTRUCTION**

The Marengo County Board of Education shall require from the Superintendent a review of the architect's activities in his supervision of any building construction. This review shall include adequacy of field inspection of the contractor's operations, administrative activities of the architects relating to construction, and any other matters relating to the interest of the School System. The Superintendent shall make periodic reports certifying by his personal knowledge that the work of the construction contractor and the architect are being performed in accordance with plans, specifications, and contract.

A change order may be approved by the Superintendent provided he has first secured Board approval. In cases of emergency, the Superintendent shall be authorized to issue change orders and shall inform the Board members promptly of such action.

Upon completion of the building construction and a final inspection of all its aspects by the architect, contractors, and school officials, a recommendation for its acceptance will be made to the Board by the Superintendent.

Orientation of school personnel to new or expanded facilities shall be the responsibility of retained architects and shall precede any administrative recommendation for final acceptance of any project.

**FILE: FD**

**BOARD INSPECTION AND ACCEPTANCE OF NEW FACILITIES**

It shall be the policy of the Marengo County Board of Education to accept new construction only at such time as all details are complete and the buildings are certified as completed by the Superintendent and the architect. The Board shall withhold at least five (5) percent of the total construction cost, as reflected in the contract with the general contractor, to be paid only after completion is so certified.

**FILE: FE**  
**Adopted Nov. 26, 2002**

## **AIR CONDITIONING OF SCHOOLS**

Local school offices, classrooms, and libraries may be air conditioned by the local school provided prior approval is obtained from the Marengo County Board of Education. Permission to air condition must be granted by the Board based upon an acceptable plan presented to the Board by the school's principal and the sponsoring group.

The local school must purchase air conditioning units of quality specifications approved in advance by the Marengo County Board of Education. Once the units are installed, they become the property of the Marengo County Board of Education and may not be removed from the building unless authorized by the Board.

The Marengo County Board of Education, if financially able, will wire the building for air conditioning units, provide staff assistance in the installation, and provide minor maintenance such as changing filters.

The principal of the school will determine the use of the air conditioning units.