

TABLE OF CONTENTS

	POLICY
Facilities	
1. Purpose.....	7000
2. Planning	7010
3. Guidelines for Building New Schools or Remodeling Existing Schools	7020
4. Remodeling	7021
5. Selection of Architect/Engineer	7030
6. Financing of Construction - Building Fund	7040
7. Bids and Contracts	7050
8. Awarding Contracts	7051
9. Change Orders	7052

New ConstructionFacilities - Purpose

The Norfolk Public Schools Board of Education intends to provide proper school facilities. Decisions regarding such facilities will be guided by the following principles:

1. Facilities will be constructed to a systematic multi-year plan developed to support the district's educational programs.
2. Facilities will be designed to satisfy instructional goals.
3. Facilities will be constructed for long-term occupancy and low maintenance costs.
4. Facilities will be designed with community use in mind.
5. Facilities will be designed in accordance with contemporary engineering technology and architectural practice.

Date of Adoption: November 10, 2014

New Construction

Facilities - Planning

The purpose of planning is to make the best possible provisions for the educational program. Decisions regarding planning and specifics for any individual building plan will start with program considerations and be adjusted as educational programs change.

Date of Adoption: November 10, 2014

New ConstructionFacilities - Guidelines for Building New Schools or Remodeling Existing Schools

Education specifications including program and space requirements are to be developed by committees of, with input from, teachers, patrons and administrators who meet with architects and engineers. Upon completion, the specifications and schematic building plans shall be presented to the Board of Education for approval.

Generally, the content of a set of educational specifications would include all or part of the following items:

Community and Norfolk Public School District characteristics:

- 1) What is the plan or organization and expected enrollment of the school?
- 2) What is the construction plan for this facility?
- 3) What special services are to be provided?
- 4) What special provisions are needed for community use?
- 5) What qualities are important to the functional layout of the structure?

Date of Adoption: November 10, 2014

New ConstructionFacilities - Remodeling

A plan for future building modifications shall be maintained and continuously updated for inclusion in planning for construction. These planning elements shall be followed:

1. Superintendent shall submit requests for building modifications to the Board on an as needed basis.
2. Superintendent requests for building modifications shall be considered in terms of priorities.
3. Safety and health of students and staff will be considered when remodeling is undertaken.
4. Priorities have been established by the Board of Education when considering remodeling project needs.
 - a. Correction of safety and health deficiencies
 - b. Housing of students
 - c. Projects must meet program requirements, including outdoor space
 - d. Projects needed to maintain the integrity of current Norfolk Public Schools' buildings
 - e. Repair/renovation of ancillary facilities
 - f. Parking
 - g. Security

Major remodeling may follow the same procedure as new construction but there are also alternate provisions for that work which can be done without architectural services.

Date of Adoption: November 10, 2014

New Construction

Facilities - Selection of Architect/Engineer

Architects and/or Engineers will be selected based on the recommendations of the Superintendent. The selection will be approved by the Board of Education.

Legal Reference: Neb. Rev. Stat. § 81-3445

Date of Adoption: November 10, 2014

New Construction

Facilities - Financing of Construction - Building Fund

The Norfolk Public Schools Board of Education is authorized under state statutes to establish a special building fund for the purpose of acquiring sites for school buildings or purchasing existing buildings for use as school buildings and the erection, alteration, equipping and furnishing of school buildings and additions to school buildings.

Proceeds from the sale of real property will be placed in the building fund.

Interest accumulation from the current building fund balance shall remain in the fund.

Legal Reference: Neb. Rev. Stat. § 79-10,120

Date of Adoption: November 10, 2014

New Construction

Facilities - Bids and Contracts

All contracts for work related to building construction, remodeling or repair or site improvement in excess of \$50,000.00, or such sum as adjusted pursuant to §73-106, will be bid in accordance with state statutes. All other contracts will be handled under current district policies and regulations.

Legal Reference: Neb. Rev. Stat. §§ 73-101 to 73-106

Date of Revision: September 14, 2015

New Construction

Facilities - Awarding Contracts

The Superintendent shall make final recommendations to the Board of Education concerning awarding of contracts.

Date of Adoption: November 10, 2014

New ConstructionFacilities - Change Orders

1. Change order requests will be initiated by the architect/engineer/owner prior to the implementation of the change contemplated.
2. Change order requests will be reviewed and approved by the Superintendent or designee.
3. When approved, copies of change orders will be distributed to the Superintendent or designee, the contractor, and the architect.
4. All change orders will be reported as part of the monthly claims report. Significant Change Orders will be discussed by the Finance and Facilities Committee, and all Change Orders in excess of \$40,000 will require Board approval.

Date of Adoption: November 10, 2014