

FACILITIES CONSTRUCTION

CV
(REGULATION)

DELEGATION OF AUTHORITY	The school board has delegated the Superintendent the authority to establish procedures that ensure all school facilities within the District comply with applicable laws and local building codes.
FACILITIES PLANNING STUDY	The Superintendent will conduct a Facilities Planning Study to determine the need for improved or expanded facilities; evaluating alternative solutions for facility construction projects; and prescribing a strategy for implementing a recommended solution in the context of the District's Operation Plan. The Superintendent will share the results of this study with the Facility and Operations Committee to evaluate existing resources and various programmatic goals to guide recommendations for long and short term projects based on need and budget limitations.
FACILITIES CONSTRUCTION PROCUREMENT PROCESS	The Chief Operations Officer (COO) will follow the procurement process which best describes the size and classification of the authorized project. The Chief Operations Officer (COO) and the Construction Manager will manage the procurement and administration of professional services until a construction contract is awarded.
CLASSIFICATION	<p>San Felipe Del Rio CISD uses two procedures for the selection of professional consulting services depending on the size of the project. Projects are classified into two categories:</p> <ol style="list-style-type: none">TYPE I – Small Projects: Small Projects include those projects that typically have a construction budget less than \$1,000,000.TYPE II - Major Projects: Major Projects include new buildings, major renovations and significant studies. Typically, these construction budgets exceed \$1,000,000.
TYPE I – SMALL PROJECTS	<p>If the District determines there is a need for the professional services such as of an architect or an engineer, the Chief Operations Officer (COO) will select a firm from the Small Projects pool. If a pool of services is not available, then the Chief Operations Officer will develop a Request for Qualifications (RFQ) for firms that desire to render such services. SFDR CISD will use the following steps:</p> <ol style="list-style-type: none">The Chief Operations Officer (COO) and Construction Manager will coordinate with the Purchasing Department to coordinate the advertisement and submittal deadline of RFQ's. [See CV (LEGAL)]The Chief Operations Officer (COO), Construction Manager and the Purchasing Agent will review and determine the top three qualified firms.
ARCHITECTURAL SERVICES - REQUESTS FOR QUALIFICATIONS, PRELIMINARY REVIEW, AND SELECTION	

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- c. The Superintendent will recommend the top three firms with the best qualifications for services to the Board of Trustees as a pool for small projects.
- d. The firm selected from the pool of qualified architects/engineers will be presented to the Board of Trustees for final approval.

INITIAL DESIGN MEETING

The Chief Operations Officer (COO) and the Construction Manager will establish a meeting with the approved architectural firm to discuss the details of the construction project(s), ranking criteria for the selection of contractors, procurement method, and any expectations established by the Superintendent that would be included in the submission of the schematic design.

SCHEMATIC DESIGN

The architectural firm will submit an initial comprehensive design of the construction project including any drawings and/or renderings depicting the concept and a detailed estimated cost for the construction of the project.

APPROVAL OF SCHEMATIC DESIGN

Finalized schematic designs, to include budget, ranking criteria for the selection of contractors, and the procurement method must be presented to the Board of Trustees for approval.

CONSTRUCTION DOCUMENTS

After the Board has approved the schematic design of the construction project, the architectural firm will prepare the construction documents based on the approved schematic design. The Chief Operations Officer (COO) and Construction Manager will coordinate a meeting with school representatives to review the construction documents and provide comments. The architect will address these comments in the final construction documents.

APPROVAL OF CONSTRUCTION DOCUMENTS

Finalized construction documents must be presented to the Superintendent for approval.

CONTRACTOR – REQUEST FOR PROPOSALS (RFP)

After the Superintendent has approved the final construction documents and has provided the authorization to proceed, the Chief Operations Officer (COO) and Construction Manager will submit a request to advertise a Request for Proposals (RFP) for contractors based on the approved construction documents.

SELECTION OF CONTRACTOR SERVICES

When the proposals are received and opened during its established date, the Chief Operations Officer (COO) and Construction Manager will utilize the pre-authorized contractor ranking criteria to determine the best responsive bid. The contractor submitting the best qualified proposal will be recommended to the Board of Trustees for final approval.

VALUE ENGINEERING

If necessary, value engineering will take place. Value engineering is a process for generating potential design alternatives for material,

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methods, engineering, and construction feasibility that will result in making appropriate and cost effective decisions for construction projects. Any value engineering options must be approved by the Board before a construction contract is generated.

APPROVAL OF
CONSTRUCTION
CONTRACT AND
NOTICE TO
PROCEED

The proposed contractor will provide all required contract documentation for review by the architect and school representatives. When all contract requirements have been met, the finalized contract and a Notice to Proceed document will be presented to the Board for approval. Upon approval by the Board, the Chief Operations Officer (COO), will submit an executed Notice to Proceed to the selected contractor.

TYPE II –
MAJOR
PROJECTS

A Request for Qualifications (RFQ) must be advertised for all major construction projects over \$1,000,000 using the following steps:

ARCHITECTURAL
SERVICES -
REQUESTS FOR
QUALIFICATIONS,
PRELIMINARY
REVIEW, AND
SELECTION

- a. The Chief Operations Officer (COO) and Construction Manager will coordinate with the Purchasing Department to coordinate the advertisement and submittal deadline of RFQ's. [See CV (LEGAL)]
- b. The Chief Operations Officer (COO), Construction Manager and the Purchasing Agent will review and determine the top qualified firm.
- c. The firm submitting the best-qualified proposal will be recommended to the Board of Trustees for final approval.

INITIAL
DESIGN
MEETING

The Chief Operations Officer (COO) and the Construction Manager will establish a meeting with the approved architectural firm to discuss the details of the construction project(s), ranking criteria for the selection of contractors, procurement method, and any expectations established by the Superintendent that would be included in the submission of the schematic design.

SCHEMATIC
DESIGN

The architectural firm will submit an initial comprehensive design of the construction project including any drawings and/or renderings depicting the concept; as well as a detailed estimated cost for the construction of the project.

APPROVAL OF
SCHEMATIC DESIGN

Finalized schematic designs, including the projected budget, must be presented to the Board of Trustees for approval.

CONSTRUCTION
DOCUMENTS

After the Board has approved the schematic design of the construction project, the architectural firm will prepare the construction documents based on the approved schematic design. The Chief Operations Officer (COO) and Construction Manager will coordinate a meeting with school representatives to review the construction documents and provide comments. The architect will address these comments in the final construction documents.

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APPROVAL OF
CONSTRUCTION
DOCUMENTS

The final construction documents shall include contractor ranking criteria and a procurement method that will be used in selecting the successful offer. Finalized construction documents must be presented to the Board for approval.

CONTRACTOR –
REQUEST FOR
PROPOSALS (RFP)

After the Board has approved the final construction documents, the Chief Operations Officer (COO) and Construction Manager will submit a request to advertise a Request for Proposals (RFP) for contractors based on the approved construction documents.

SELECTION OF
CONTRACTOR
SERVICES

When the proposals are received and opened during its established date, the Chief Operations Officer (COO) and Construction Manager will utilize the pre-authorized contractor ranking criteria to determine the best responsive bid. The contractor submitting the best qualified proposal will be recommended to the Board of Trustees for final approval

VALUE
ENGINEERING

If necessary, value engineering will take place. Value engineering is a process for generating potential design alternatives for material, methods, engineering, and construction feasibility that will result in making appropriate and cost effective decisions for construction projects. Any value engineering options must be approved by the Board before a construction contract is generated.

APPROVAL OF
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CONTRACT AND
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The proposed contractor will provide all required contract documentation for review by the architect and school representatives. When all contract requirements have been met, the finalized contract and a Notice to Proceed document will be presented to the Board for approval. Upon approval by the Board, the Chief Operations Officer (COO) will submit an executed Notice to Proceed to the selected contractor.