

NEW HAVEN PUBLIC SCHOOLS

NEW CONSTRUCTION

SERIES 7000

		Number	Policy or Regulation
1.	Planning.....	7100	P
	A. Determining Needs		
	(1) Evaluating Existing Buildings		
	(a).....Retirement of Buildings.....	7113.1	P
2.	Designing		
	A. Site Development		
	(1) Selection of Site.....	7221	P
3.	Occupying		
	A. Naming of Facility.....	7551	P/R
	B. Construction Management Services.....	7553	P
	C. School Construction Trust Fund.....	7554	P/R
	D. Citywide School Building Committee.....	7555	P/R
	E. Architect Selection.....	7556	P/R

Revised:.....May 11, 2007

New Construction

Planning

A facilities' master plan for the school district will be developed and kept up to date. The facilities master plan will reflect the needs of the current instructional procedures and projected educational programming. The master plan will incorporate population projections, enrollment projections, site acquisition needs, school plant placement, and determination of financial needs for providing the necessary school facilities.

Legal References: *Conn. Gen. Stat. §§ 10-220; 10-221; 10-282; 10-283; 10-290a;*
10-290b; 10-291; 10-291a
Charter of the City of New Haven, Art. XXIX, § 150

New Construction

Retirement of Buildings

A building owned by the school district may be retired from use when the Board of Education determines that it is no longer useful to the district and/or is unsuitable to the current needs of projected needs of the district. The master facilities plan for the district should be the basis for considering the closing of a facility, and should require additional study of the possibility of remodeling the facility for other purposes or for changing purposes. Recognizing that the closure of a facility may well be an emotional one, the Board of Education will appoint a committee representing a cross-section of opinion in the school district as well as representing the people in the area served by the facility to study the issue and to recommend alternatives for the Board to consider, including retirement, alternative use, remodeling, continuation in use, or any other recommendations the committee may choose to make.

The final surpassing and disposition of the building shall be undertaken in accordance with the procedures of the City of New Haven Purchasing Department and the New Haven Board of Aldermen.

Legal References: *Conn. Gen. Stat. §§ 10-220; 10-221; 10-282*
 Charter of the City of New Haven, Art. IX, § 50; Art. XXIX, § 150

New Construction

Construction of Physical Facilities

Selection of Site

School sites should be located as near as is practical to the center of the attendance area the schools are expected to serve. It is also desirable for school sites to be located in such a way as to facilitate joint use of the sites and adjacent parks, playgrounds and open space by both the school and the town recreation agency.

In recommending sites for school facilities, the following factors should be considered:

- Size
- Location
- Drainage and soil conditions
- Topography and elevation
- Accessibility
- Cost

This should be done in accordance with applicable law and regulations.

Legal References: *Conn. Gen. Stat. §§ 10-220; 10-221; 10-282*
 Charter of the City of New Haven, Art. XXIX, § 150

New Construction

Architect Selection

The Board must continually strive to provide new facilities and/or timely renovations that will provide the best educational environment for all students within fiscal constraints. To assist the Board in the accomplishment of this objective, an architect will be commissioned for every major building or project renovation initiated by the Board, which is not funded in whole or in part from the School Construction Trust Fund.

In selecting an architect, the following criteria will be considered:

1. Training and experience, including that of partners and associates;
2. Planning ability and promptness;
3. Specification writing, accuracy and sufficiency of detail;
4. Design, appearance and utility;
5. Inspection of job effectiveness;
6. Relation with contractors; and
7. Experience with government agencies.

The Board will appoint an architect selection committee whose sole function is to interview qualified applicants for a project and recommend to the Superintendent an architect for each project. The Superintendent will make the final determination of the architect to be recommended to the Board. The committee will be composed of the following:

- An outside volunteer architect or person familiar with architectural design (if available)
- The Superintendent or his/her designee
- Buildings and Grounds Manager
- Business Manager
- Assistant to the Superintendent for Planning and Research
- Planning Supervisor
- All Board members who choose to serve on the committee

The Superintendent will establish the criteria to be used by the committee in ranking applicants and the procedure to be used in conducting interviews. The Superintendent will also establish a flow chart of design and construction processes showing each step of progression from the inception of the project to its final approval by the Board.

Legal References: *Conn. Gen. Stat. §§ 10-220; 10-221; 10-282*
 Charter of the City of New Haven, Art. XXIX, § 150

New Construction

Construction in Physical Facilities

Naming of Facility

It shall be the prerogative of the Board of Education to establish the need and appropriateness for naming any school unit, which includes all outdoor and indoor facilities of the school.

1. It shall be the general policy to name schools and school facilities for persons who have attained prominence locally and nationally, or in the fields of education, science, art, statesmanship, political science, or military achievement; early pioneers of the community or the State of Connecticut; outstanding presidents of the United States of America; or geographical landmarks.
2. The general procedure for selecting a name for a school shall be as follows:
 - a. The Board shall appoint a committee comprised of two representatives of the Board of Education chosen by its President; two representatives of the Citywide School Construction Committee chosen by its Chair; one teacher/administrator representative appointed by the Board of Education; and one PTA/PTO representative appointed by the Board of Education.
 - b. The school-naming committee shall then present a recommended name to the superintendent who will forward it to the Board.
 - c. The Board shall then accept or reject said recommendation from the committee.

New Construction

Construction Management Services

The Board must continually strive to ensure that projects are executed in conformance with all state and local requirements, consistent with the availability and constraints of authorized funding levels, and completed in a timely fashion. To assist the Board in accomplishing this objective, construction project management services may be engaged for one or more projects.

In the case of projects funded out of the School Construction Trust Fund, the Citywide School Building Committee will serve as the selection committee for the Board in engaging construction management services. The Citywide School Building Committee will establish criteria to be used by the committee in ranking candidates and the procedures to be used in selecting candidates and for conducting interviews. The Citywide School Building Committee will submit its recommendation to the Board for hiring of construction project management services. The Board, upon approval, shall enter into a contract for services.

In selecting construction management services, the following criteria will be considered:

1. Training and experience, including that of partners and associates;
2. Planning ability and promptness;
3. Relation with constructors and design professionals;
4. Experience with government agencies; and
5. Organizational capability and capacity.

The selected construction management firm(s) will be expected to perform some, or all, of the following services in connection with the design, construction and equipping of individual projects:

- Provide consultation and advice during project development by working closely with the District's architects/engineers, the Board of Education, and appropriate building committees.
- Provide and update a project time schedule for design and construction
- Prepare and update a project budget
- Review drawings and specifications and recommend alternative solutions regarding construction feasibility, cost and/or schedules. Prepare preliminary cost estimate.
- Review drawings and specifications to ascertain id areas of contractor work overlaps of if contractor work has been omitted
- Investigate and recommend District purchase of long lead time procurement items
- Develop contractor interest in the project

New Construction

Construction Management Services (continued)

- Prepare final cost estimate
- Establish bidding schedules, and conduct pre-bid conferences
- Review bids and make recommendations to the District for award of contracts
- Conduct pre-award conferences and advise the District on the acceptability of subcontractors and material suppliers
- Coordinate the work of the contractors to complete the project within required cost, time and quality requirements
- Develop and implement procedures to monitor and report on contractor compliance with local, state and federal requirements including, but not limited to, Affirmative Action, Davis-Bacon, etc.
- Schedule and conduct progress meetings
- Prepare and update a computer based project schedule
- Advise the District on courses of action when requirements of a contract are not being fulfilled
- Develop and implement cost control mechanisms and reporting
- Develop and implement and systems for review and processing change orders
- Develop and implement and systems for review and processing contractor payments
- Assist in obtaining all building and special permits
- Develop and implement a procedure for obtaining test laboratories and other special services
- Inspect the work of contractors. Reject work which does not conform to the requirements of the contract.
- Assist the District to resolve any questions that arise during construction
- develop and implement a procedure for review and processing shop drawings
- Prepare and maintain a system for reporting to the State Department of Education
- Prepare and maintain a system for project reports and records
- Prepare and maintain record drawings and specifications
- Develop and maintain a system for tracking District-purchased items

New Construction

Construction Management Services (continued)

- Prepare punch lists and supervise their completion
- Direct the check-out of operational systems and assist the District personnel in start up and testing
- Determine final completion, and turn over to the District all required materials

*Legal References: Conn. Gen. Stat. §§ 10-220; 10-221; 10-282; 10-290a; 10-290b
Charter of the City of New Haven, Art. XXIX, § 150*

New Construction

School Construction Trust Fund

Definition

In 1996, through an ordinance of the Board of Aldermen of the City of New Haven, the City established the School Construction Trust Fund. This fund was created with \$15 million received by the City through the securitization of delinquent tax liens. These funds were deposited into an interest bearing account for use in meeting the City's matching share construction in connection with new construction and substantial renovation projects funded under the state School Construction Grant Program. Commitments from the trust Fund are recommended by the Citywide School Building Committee for approval by the Board of Education. The Citywide School Building Committee serves as the designated building committee for projects funded out of the School Construction Trust Fund.

New Construction

School Construction Trust Fund

Citywide School Building Committee

The Board of Education will designate the Citywide School Building Committee as the building committee for school projects to be funded from the School Construction Trust Fund. The Citywide School Building Committee shall be responsible to undertake the following:

- (a) select and recommend for hiring to the Board, all planning, engineering, architectural, educational, financial or other consultants necessary to the development of a facilities master plan for the school district.
- (b) consistent with the facilities master plan, at least annually select and recommend new construction and substantial renovation projects to be the Board to be undertaken by the district.
- (c) select and recommend to the Board, architects and design professionals to be hired by the Board for each project.
- (d) recommend to the Board the amount of School Construction Trust Fund financing and funding commitments to be allocated to each selected project.
- (e) Select and recommend to the Board, as appropriated, project and construction management service professionals to be hired by the Board to oversee one or more projects.
- (f) Provide continuing project oversight during the design and construction of each project including review and approval of conceptual design.

The Board of Education shall:

- (a) approve and hire all planning, engineering, architectural, educational, financial or other consultants necessary to the development of facilities master plan for the school district.
- (b) approve each new construction and substantial renovation projects to be undertaken by the district.
- (c) request Aldermanic approval to apply for State school construction grant funding for each new construction and substantial renovation project.

New Construction

School Construction Trust Fund

Citywide School Building Committee (Continued)

- (d) recommend to the Board the amount of School Construction Trust Fund financing and funding commitments to be allocated to each selected project.
- (d) approve and hire architects and design professionals to be hired for each project.
- (e) approve the designation and selection of school-based building advisory committees for each project which committees shall develop the building program and work with the selected design professionals to develop final building plans.
- (f) approve and hire project and construction management service professionals to oversee one or more projects.
- (g) approve schematic design for each project.
- (h) oversee the bidding, award and construction of the project in accordance with all applicable City state requirements.

New Construction

School Construction Trust Fund

Architect Selection

The Board must continuously strive to provide new facilities and/or timely renovation that will provide the best educational environment for all students within fiscal constraints. To assist the Board in the accomplishment of this object, an architect will be commissioned for every major building or renovation project initiated by the Board and funded in whole or in part out of the School Construction Trust Fund.

For projects funded out of the School Construction trust Fund, the Board will designate the Citywide School Building Committee as the architect selection committee for the Board. The Citywide School Building Committee will establish criteria to be used by the committee in ranking applicants and the procedure to be used in selecting candidate for and conducting interviews. The Citywide School Building Committee will also establish a flow chart of design and construction processes showing each step of progression from the inception of the project to its final approval by the Board.

The Citywide School Building Committee shall submit its recommendations to the Board for approval. The Board, upon approval of the design professionals shall enter into a contract for service.

In selecting an architect or design professional, the following criteria will be considered by the Citywide School Building Committee:

1. Training and experience including that of partners and associates.
2. Planning ability and promptness.
3. Specification writing, accuracy and sufficiency of detail.
4. Design, appearance and utility.
5. Inspection of job effectiveness.
6. Relation with contractors.
7. Experience with government agencies.