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**CONSTRUCTION DESIGN AND IMPLEMENTATION**

After determining that a need for new or improved facilities exists and that construction or renovation will likely exceed \$1 million, the Superintendent or designee will proceed as follows:

- A. Select an architect;
- B. Review a site evaluation including an assessment of existing facilities, if any, on the site;
- C. Develop educational specifications recognizing instructional needs and available financial resources;
- D. Review and approve schematic design prepared by architect, assuring that the new or remodeled facility or part of a facility is readily accessible to and usable by individuals with disabilities;
- E. Review a value engineering study and constructability review, and approve construction design including construction estimates;
- F. Call for bids;
- G. Review and approve final construction contract; and,
- H. Engage construction management services.

**EDUCATIONAL SPECIFICATIONS**

Facilities shall be designed to accommodate the educational and instructional needs of the District. The professional experience and judgment of staff and input from the community shall be used in developing such educational specifications. Attention will be given to the accessibility by persons with disabilities to District programs and activities. The Superintendent or designee shall see that all construction projects comply with the current requirements for accessibility to individuals with disabilities and comparability between the sexes.

**ENERGY CONSERVATION**

In light of the increasing cost and dwindling supply of conventional energy sources, a life cycle cost analysis shall be required of each major construction project. A life cycle cost analysis shall include a description of:

- A. Insulation and heat retention factors, and thermal bridging of materials;
- B. Variable occupancy and operating conditions to be incurred by the facility;
- C. Overall supply and demand of the facility's energy system and actual or potential utilization of outside energy sources, such as climate;
- D. Initial cost of building systems and skeleton; and
- E. An energy consumption analysis comparing alternative energy systems.

As part of its commitment to energy conservation, the District shall consider the use of at least one renewable energy system, such as solar energy, wind, geothermal, or other nonconventional fuels, in any construction or renovation project.

**CHANGE ORDERS**

Change orders which arise during construction shall be individually considered by the Board provided, however, that for each project the Board may grant the Superintendent or designee authority to authorize change orders if additional cost to the District does not exceed \$25,000.00 and provided that the total cost of all change orders approved has not exceeded five (5) percent of the approved total construction cost of the project. The Superintendent shall advise the Board of all change orders executed in such cases.

In the event a change order request exceeding the authority of the Superintendent or exceeding five percent (5%) of the initial contract construction cost of the project must be considered between Board meetings, the president of the Board may provide interim authorization. The Board shall take formal action on such requests at the next Board meeting.

**ACCEPTANCE OF COMPLETED PROJECT**

Final payment under contract shall be subject to the following:

- A. Completion of building commissioning;
- B. The architect's letter of inspection indicating that the work has been completed;
- C. Certification by the Superintendent that no liens have been filed on the project, or if liens have been filed, a certified list of the liens and their respective order of priority; and
- D. Written final acceptance by the Board.

Pursuant to statute, final payment shall not be made until the District has received from the state Department of Revenue, state Department of Employment Security, and state Department of Labor and Industries certification that all taxes due, or to become due by the project's contractor, have been paid in full. The Superintendent shall notify each department listed that the work is completed and officially accepted so that a determination of tax liabilities of the contractor may be made.

The contract shall provide that a percentage of the project cost shall be retained by the District as required by law to insure that the project shall remain free and clear of any materialmen, subcontractor or tax liens.



<i>CROSS REFERENCE</i>	<i>Policy 6810</i>	<i>Energy management/education</i>
	<i>Policy 2160</i>	<i>Education of Students with Disabilities</i>
<i>LEGAL REFERENCES</i>	<i>RCW 39.35</i>	<i>Energy Conservation in Design of Public Facilities</i>
	<i>RCW 60.28</i>	<i>Lien for Labor, Materials, Taxes on Public Works</i>
	<i>42 USC §12101 et seq</i>	<i>Americans with Disabilities Act</i>
	<i>WAC 392-343-080</i>	<i>Value engineering studies, constructability reviews, and building commissioning—Requirements and definitions</i>
	<i>WAC 392-343-102</i>	<i>Construction management</i>
	<i>WAC 392-344-065</i>	<i>Value engineering contracts</i>
	<i>WAC 392-344-066</i>	<i>Constructability review contracts</i>
	<i>WAC 392-344-067</i>	<i>Building commissioning contracts</i>
	<i>WAC 392-344-075</i>	<i>Contracts--Filing</i>
	<i>WAC 392-344-147</i>	<i>Retained percentage law related requirements</i>
<i>Management Resources</i>	<i>Policy News</i>	<i>June 2008 – Capital Assets/Theft-Sensitive Assets</i>
	<i>Policy News</i>	<i>April 2006, Fixed Assets</i>



*POLICY ADOPTED*                      *December 12, 2011*