

MANAGEMENT SUPPORT SERVICES

Project Design

Each phase of the design of a construction project shall be subject to board approval before continuing to the next design phase. The phases are:

1. Selection of an architect.
2. Selection of Educational Specifications Committee (Selection of Educational Specifications Consultant optional).
3. Identification of the educational specifications.
4. Schematic design phase:
 - a. Preliminary site plan and building location;
 - b. Area (square footage) analysis (based upon approximate enrollments of: Grade K-6 -- 600 students; Grade 7-9 -- 1000 students; and Grade 10-12 -- 1,200 - 1,500 students);
 - c. "Bubble" chart on relationship schematic;
 - d. Preliminary cost estimate.
5. Selection of value analyst.
6. Design development phase:
 - a. Final site plans;
 - b. Preliminary interior plans, elevations and details, exterior elevations;
 - c. Specification outline;
 - d. Life cycle analysis;
 - e. Energy analysis;
 - f. Detailed equipment and furnishing;
 - g. Final cost list estimate.
7. Value analysis (concurrent with design development).
8. Review of design plans by state and local authorities for compliance with energy consumption and safety, health, and fire codes, and analysis by maintenance department for adherence to District standards.
9. Working and drawing phase. Preparation of all construction documents, including:
 - a. Working drawings, stamped by architect, engineer;
 - b. Complete specifications;
 - c. List of alternates;
 - d. Detailed cost estimate, including alternates;
 - e. All bidding documents;

10. Bidding phase: Receipt and analysis of close bids and alternates and recommendation of award of construction contract.
11. Routine surveillance and key supervision of construction activity.
12. Preparation of "as-built" drawings, operation and maintenance manuals.

Construction Phase

All construction shall be done as close as possible to the provisions and time tables of the facilities master plan. Each new construction or renovation project shall have a board-approved budget plan, which shall set forth an itemized cost listing of labor, materials, etc. The superintendent shall review these budgets and report periodically to the board the progress of the project and his/her assessment of whether the project is proceeding within the budget.

For each project involving site development, new building construction, or remodeling of existing buildings, the contract documents shall include general conditions, which are patterned after those published by the American Institute of Architects and which will include the special conditions necessary for a state supported school. The manager of facilities & planning shall review the general conditions of each project when submitted by the architect and prior to approval of the contract documents by the board and shall assume responsibility for these conditions being proper and sufficient to protect the Central Kitsap School District.

The manager of facilities & planning shall be responsible to the assistant superintendent for business and operations, superintendent, and the board in seeing that all articles of the general conditions are observed during the construction period.

Legal References:

RCW 39.35 Short term obligations

WAC 180-27-080 Value engineering studies, constructability reviews, and building commissioning--Requirements and definitions

WAC 180-27-102 Construction management

WAC 180-29-065 Value engineering contracts

WAC 180-29-066 Constructability review contracts

WAC 180-29-075 Contracts--Filing

42 U.S.C. 26 §§ 12101-12213 Americans with Disabilities Act

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