

# Gadsden City Schools

## Section F: Facility Program

### Table of Contents

<b>Code</b>	<b>Description</b>	<b>Last Revised Date</b>
FA	Facility Expansion Program Goals and Objectives	7/10/1990
FD	Long-Range Planning	7/10/1990
FE	School Facility Project Planning	7/10/1990
FEA	Project Planning Involvement	7/10/1990
FEB	Educational Specifications	7/10/1990
FG	Project Administration	7/10/1990
FGC	Building Project Bids and Quotations	7/10/2012
FHA	Board Inspection and Acceptance of New Facilities	7/10/1990

---

**Policy FA: Facility Expansion Program Goals and Objectives**

**Gadsden City Schools**

**Original Adopted Date:** 07/10/1990 | **Last Reviewed Date:** 07/10/1990

**Status:** ADOPTED

It shall be the policy of the Board to authorize the construction of a sufficient number of school buildings to meet the demands of present and future student enrollments and, in doing so, to strive to provide the highest type of educational environment for students at the lowest expenditure of tax dollars.

Decisions pertaining to the construction of educational facilities will be made only after an attempt has been made to consider carefully the opinions and needs of students, teachers, administrators, parents, and other taxpayers.

Architects employed by the Board are expected to plan for high educational utility, simplicity of design, sound economics (including low long-range maintenance costs and low insurance rates), high educational utility and flexibility. Aesthetic aspects are also important considerations.

---

**Policy FD: Long-Range Planning****Gadsden City Schools****Original Adopted Date:** 07/10/1990 | **Last Reviewed Date:** 07/10/1990**Status:** ADOPTED

It is the responsibility of the Gadsden City Board of Education and Superintendent to develop and implement plans for this school district which will meet the future educational requirements of each community served by this system. The Board shall make its decisions based on long-range building plans and accreditation needs which will be implemented over the years to meet the district's requirements. The objectives of the plan are:

1. To improve the educational environment for students and teachers by raising the physical standards in all buildings;
2. To create school complexes which are the best possible balance of effective grouping of educational resources, efficient management and operations, and community concerns for the character of the school system;
3. To assure that all facility expansion programs and related constructions are based upon objectively determined needs, adequate enrollment projection determinations, and positive cost-benefit correlations.
4. To assure that all elements of the community, students, parents and guardians, interested citizens, teachers, and other school officials are integral parts of the total program, i.e., involvement in developments of educational specifications.

Ref: Alabama Code 16-4-21, 16-12-6, 16-12-7, 16-3-17.

---

**Policy FE: School Facility Project Planning****Gadsden City Schools****Original Adopted Date:** 07/10/1990 | **Last Reviewed Date:** 07/10/1990**Status:** ADOPTED

It shall be the responsibility of the Board to consider, revise when necessary, and adopt recommendations of the Superintendent for providing adequate buildings and equipment for this district.

The Board shall select architects and/or engineers as needed to design new schools and/or renovations of existing buildings. All such persons, i.e. architect and general contractor, shall post a performance bond through a surety company licensed to do business in Alabama.

The Gadsden City Board of Education shall instruct the Superintendent to coordinate all phases of the building effort, such coordination to include but not be limited to direction of planning activities, investigation of potential funding sources, and overall supervision of all building projects once construction begins. The Superintendent shall keep the Board fully informed and make recommendations he deems appropriate relative to add-on or deductive bid alternatives – time allowance differentials, change orders, and final approval of completed projects.

Ref: Alabama Code 16-11-12; 16-12-7; 41-16-50; 41-16-51.

---

**Policy FEA: Project Planning Involvement****Gadsden City Schools****Original Adopted Date:** 07/10/1990 | **Last Reviewed Date:** 07/10/1990**Status:** ADOPTED

Arrangements will be made by the Superintendent, working through principals and other administrators, for the school staff to contribute in the planning of new school buildings. Teachers will be given opportunity to submit suggestions for possible inclusion in the educational specifications. Recommendations by the designated building planning committee shall be an integral part of staff involvement in the Gadsden City project planning program.

The Superintendent or his designee shall advise the staff of construction programs which are proposed or under consideration by the Board. Staff members shall be given an opportunity to make recommendations.

---

**Policy FEB: Educational Specifications****Gadsden City Schools****Original Adopted Date:** 07/10/1990 | **Last Reviewed Date:** 07/10/1990**Status:** ADOPTED

The Superintendent shall discuss comprehensive educational specifications with the architect retained by the Board. These specifications, which shall be discussed in conferences with the architect may include:

1. Information concerning the plan of school organization and estimated enrollment in the proposed building;
  2. A description of the proposed curriculum and the teaching methods and techniques to be employed;
  3. A schedule of space requirements, including an indication of relative locations of various spaces;
  4. A desired layout of special areas and the equipment needed for such areas;
  5. An outline of mechanical features and special finishes desired;
  6. A description of standard codes and regulations (school district, city, county, and state) affecting planning.
-

**Policy FG: Project Administration****Gadsden City Schools****Original Adopted Date:** 07/10/1990 | **Last Reviewed Date:** 07/10/1990**Status:** ADOPTED

The Board shall require from the Superintendent a review of the activities in his supervision of building construction. The review shall include adequacy of field inspection of the contractor's operation, and periodic reports of the architect relating to the construction, and any other matters pertaining to the interest of the school district. The Superintendent shall make to the Board periodic reports verifying that the work of the construction contractor and the architect is being performed in accordance with plans, specifications, and contracts. Reports shall be made after periodic visits to the sites.

A minor change order may be approved by the Superintendent who will report his actions to the Board. If the Superintendent decides Board consideration is not necessary, then the signature of the Superintendent shall be considered Board action.

The State Board of Education requires that the local Superintendent notify the State Superintendent within ten days after the beginning of construction of a building and request that the State Department representative inspect the building during the construction to insure that the plans and specifications are being followed.

The local Superintendent shall see that payment for more than 90% of the contract price of the building is not submitted until the final inspection of the building is made and all plans and specifications are complied with in full.

Ref: Alabama Code 16-1-2.

---

**Policy FGC: Building Project Bids and Quotations****Gadsden City Schools**

Original Adopted Date: 07/10/2012 | Last Reviewed Date: 07/10/2012

Status: ADOPTED

**Competitive bids required for certain construction contracts**

The Gadsden City Board of Education shall enter into construction contracts of more than fifty thousand dollars (\$50,000) in amount in the open market based on full and open competitive bids, except in case of emergency as prescribed by statute or except where either no bid or only one bid is received within thirty days after the same has been advertised: Provided, that the foregoing provisions shall not under any circumstances whatever be construed as in any way limiting the right of the Gadsden City Board of Education to undertake and complete any construction project by the use of the Board's own employees and subject also to the exception contained below.

The Board shall be authorized and empowered to promulgate rules and regulations governing the procedure of competitive bids within prescribed mandates of the Alabama Code.

Competitive bidding for construction of school buildings shall not be required when the project funds come from sources other than taxation or state and/or local appropriations.

Ref: Alabama Code 39-2-2; 41-16-50; 41-16-51; Act. No. 1136 H.B. 88, 1975 Regular Legislative Session.

---



**Policy FHA: Board Inspection and Acceptance of New Facilities**

**Gadsden City Schools**

**Original Adopted Date:** 07/10/1990 | **Last Reviewed Date:** 07/10/1990

**Status:** ADOPTED

It shall be the policy of the Board that the acceptance of new construction be withheld until all details are complete and the buildings are certified as complete by the Gadsden City Superintendent of Education.

---