

Section 600

Facilities

Development

**PRAIRIE DU CHIEN AREA SCHOOLS
BOARD POLICIES**

SECTION 600 – FACILITIES DEVELOPMENT

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DETERMINING NEEDS FOR SCHOOL FACILITIES

The significance of providing school facilities that enhance the District's educational program is recognized by the Board. To assure a comprehensive approach to projecting and planning needs, at least the following aspects of need will be considered:

1. The expanding and changing educational program of the district.
2. Plant and site aesthetics as they affect the education of pupils and feelings of people about their schools.
3. Changing make-up of our population as to age distribution, education levels, occupational patterns, and the like.
4. Community planning.
5. Financial ability of the school district.
6. Safety and welfare of pupils.
7. Relationship between the projected new facilities and those already in existence.
8. True economy reflecting full value for each tax dollar expended.

The District Administrator is directed to establish such administrative practices as may be necessary with respect to forecasting enrollments, and in general projecting educational needs of the District. The Board and District Administrator may also draw upon a wide range of resources, including lay committees, the district staff, educational consultants, and architects.

Adopted: 3/11/2002

SCHOOL FOREST MANAGEMENT

Prairie du Chien Area School District controls land known as the Prairie du Chien Area School Forest. The land is for the purpose of offering the District students (and residents) educational opportunities in the general areas of conservation, forestry, science and recreation. The school forest shall be governed under the auspices of the Prairie du Chien Area School District and the Board of Education. Periodically, an Environmental Fund Committee consisting of Agriculture Education Instructor, FFA President, Science Instructor, High School Principal, School Board Member, and the Crawford County Forester shall bring to the Board a plan of projects to complete. The Board shall add, delete, or modify such plan and then approve it.

Adopted: 3/11/2002

EVALUATION OF EXISTING BUILDINGS

All existing school facilities will be evaluated regularly with respect to condition, codes, space, arrangement, mechanical systems, and aesthetics. Such evaluations will make it possible to make appropriate plans for keeping buildings up to date in terms of desired educational programming. The District Administrator will periodically submit for Board consideration a list of considerations for facility repair, improvements, and additions.

LEGAL REF: Wis. Stat. 120.12
120.13

Adopted: 3/11/2002

BOND CAMPAIGN

While the Board may, and should, provide the public with information on school building needs, it may not use district funds to advocate "yes" votes on bond issues.

The board may activate a Citizens Advisory Committee to examine building needs in advance of any building program so that the Committee may make its findings known both to the Board and to the public.

As the need for bond issue support arises, a Citizens Committee may be encouraged to form for the purpose of promoting the passage of the bond issue and collecting funds needed for such promotion.

Adopted: 3/11/2002

DEVELOPMENT OF EDUCATIONAL SPECIFICATIONS

To insure the facilities being planned are designed to best implement the educational program, the District Administrator and his or her staff will assist the Board in developing educational specifications to apply when planning and building school facilities.

Such educational specifications will include at least the following:

1. Age and grade levels of pupils to be housed.
2. Kinds of educational activities to be carried on.
3. Kinds and amounts of furniture and equipment needed.
4. Relationships to other areas of the plant and the site (band room and library; playing fields and locker rooms; front office and general school control, and so on).
5. Special site considerations such as aesthetics, traffic patterns, and cooperative community use.
6. Any other kinds of unique information that will give guidance to the architect in making plans.

LEGAL REF: Wis. Stat. 120.12
120.13

Adopted: 3/11/2002

CONTRACTOR PERFORMANCE AND PAYMENT ASSURANCES

The following standards shall be utilized by the Board of Education in determining when a payment and/or performance bond is required in connection with the performance of labor or furnishing of materials for a public improvement or public work.

I. Contracts with a contract price of \$14,000.00 or less, as such amount is adjusted by the State from time to time.

Performance and payment assurances shall not be required in connection with contracts for the performance of labor or furnishing of materials for a public improvement or public work with a contract price of \$14,000.00 or less, unless the Board of Education takes action to require such assurances. The Board of Education may take action to require such assurances in circumstances where the Board of Education has reason to believe that there is risk that the prime contractor will not be able to complete the contract work or that there is risk the prime contractor will not pay subcontractors as required by contract or applicable law.

II. Contracts with a contract price exceeding \$14,000.00 but not exceeding \$65,000.00, as such amounts are adjusted by the State from time to time.

- A. The Board of Education shall consider all or a combination of the following criteria in determining whether performance or payment assurances are required in connection with a contract for the performance of labor or furnishing of materials for a public improvement or public work with a contract price exceeding \$14,000.00 but not exceeding \$65,000.00
1. Whether any meritorious claim for nonpayment for labor performed or materials furnished has been asserted, or a lien filed against, the prime contractor within the prior three-year period.
 2. Whether any meritorious claim has been alleged against any performance bond or payment bond furnished by the prime contractor within the last three-year period.
 3. Whether the contractor is presently authorized to do business in the State of Wisconsin, and has been so authorized for at least the prior three years.
 4. Whether the prime contractor is financially solvent, able to pay its debts as they mature, and possess sufficient working capital to complete the services and perform the obligations required under the contract.
 5. Whether the prime contractor has a bonding capacity of at least the amount of the contract price.
 6. Whether the Board of Education is aware of circumstances upon which to conclude that there is risk the prime contractor will not complete the contract work or risk that the prime contractor will not pay subcontractors as required by contract or applicable law.

The Board of Education may require the prime contractor to provide contract warranties, written representations, current financial statements, evidence of the prime contractor's available credit from a lender and/or other relevant information in connection with any or all of the considerations set forth above.

B. If, based upon the considerations set forth in Section A. above, the Board of Education determines that performance or payment assurances are required, the Board of Education may require the prime contractor to provide a performance and/or payment bond, an irrevocable letter of credit from a financial institution satisfactory to the Board of Education, an escrow account satisfactory to the Board of Education or other performance or payment assurances which assure the Board of Education that the prime contractor is capable of performing the contract work and/or that the prime contractor shall pay subcontractors as required by contract or applicable law.

III. Contracts with a contract price exceeding \$65,000.00 but not exceeding \$131,000.00, as such amounts are adjusted by the State from time to time.

A. The Board of Education shall consider all or a combination of the criteria set forth under Section II A above, along with the additional criteria set forth below, in determining whether performance or payment assurances other than a performance and payment bond may be substituted in connection with a contract for the performance of labor or furnishing of materials for a public improvement or public work with a contract price exceeding \$65,000.0000 but not exceeding \$131.000.00:

1. Whether the prime contractor has a bonding capacity of at least two times the amount of the contract price.
2. Whether the prime contractor will maintain one or more of the alternative payment and performance assurances allowed under § 779.14, Wis. Stats., during the contract term and for at least one year following substantial completion of the contract.

IV. Contracts with a contract price of more than \$131,000.00 as such amount is adjusted by the State from time to time.

A performance and payment bond shall be required in connection with contracts for the performance of labor or furnishing of materials for a public improvement or public work with a contract price that exceeds \$131,000.00.

LEGAL REF: Wis. Stat. 779.14

Adopted: 5/8/2006

SELECTION OF ARCHITECTS AND ENGINEERS

Board established criteria for the selection of architects and engineers to be employed by the school district will be such as to assure the system of a high degree of competency from its employed professionals.

The selection of an architect for each project will be made from a Board approved listing arrived at by applying the following criteria:

1. Training and experience, including that of partners and associates, either with the Prairie du Chien Area School District or elsewhere.
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.

The payment of architectural fees shall follow such standards as are consistent with A.I.A. standards and/or good business practice.

A separate contract shall be signed for each project with the architect selected by the Board. The contract shall include statements outlining specific district requirements and procedures that must be followed by the architect.

Adopted: 3/11/2002

SUPERVISION OF CONSTRUCTION

The Board shall require of the District Administrator or his/her representative a review of the architect's activities in his/her supervision of building construction. This review shall include adequacy of field inspection of the contractor's operations, administrative activities of the architect relating to construction, and any other matters relating to the interest of the school district. The district's representative and a committee of the Board shall make periodic reports certifying by their personal knowledge that the work of the construction contractor and the architect is being performed in accordance with plans, specifications, and contracts.

Change orders will be approved by the Board of Education upon recommendation of the District Administrator and the Building Committee.

Upon completion of the building construction and a final inspection of all its aspects by the architect, contractors, and school officials, a recommendation for its acceptance is made to the Board.

Adopted: 3/11/2002

RETIREMENT OF FACILITIES

As population matures or shifts within the school district, certain school buildings may no longer be needed. In determining which facility is to be retired for school purposes, the Board will be guided by this combination of factors:

1. Educational Flexibility: Which school building is least adaptable for housing a modern and flexible educational program?
2. Neighborhood: Which school building is most isolated in terms of proximity to the residence of students?
3. Cost: Which school building represents the highest cost in terms of upkeep and maintenance?

The Board will seek both professional advice and the advice of the community in making its final determination as to the retirement of any school facility.

Disposal Considerations

Recognizing that retired school property may have value for recreational or other community purposes; the Board will grant first opportunity to acquire such property to other municipal bodies, and the second opportunity to private entrepreneurs whose use of the property would return it to the district's tax rolls.

Adopted: 3/11/2002

NO NAMING RIGHTS FOR BUILDINGS OR FACILITIES

Going forward, no additional district buildings or portions of buildings or grounds shall be named for any persons, living or deceased, or entity.

Adopted: 12/9/2019