

Eagle County School District

Facility Project Approval Form

This form is to be used for *PRIOR* authorization of any facility project. Work should NOT commence until the signed approval has been returned to the school by the Facility Committee.

FLOW PROCESS

Step 1: Schedule a pre-project meeting between your project representative, the Director of Facilities and the Director of Construction. Review proposed project.

Step 2: Present project scope to Facility Committee for conceptual approval, using Project Approval Form as a guideline. (Schedule with Director of Facilities. Facility Committee will meet in October, January, April and July to consider projects.)

Step 3: After conceptual approval, complete the Facility Project Approval Form and submit to Director of Facilities for review and referral to Facility Committee for Review for acceptance and prioritizing. All documents must be attached and the submission package must be complete.

Step 4: At the quarterly meeting, the Facility Committee reviews for adherence to District standards and goals. If the project is accepted, the Committee prioritizes the project. Results are distributed to the schools by the Director of Facilities.

Approval of project does not automatically convey that funding is available for the project. District-funded projects require separate financial approval.

***Eagle County School District
Facility Project Approval Form***

School Name: _____

Project Name: _____

Project Location: _____

Funding to be supplied by:

- **Parent group and/or donation** \$ _____
- **Building operating funds** \$ _____
- **ECS Capital funds** \$ _____

Brief description of request:

1. Naming or dedication of facility: _____

2. Construction Project (attach complete construction drawings): _____

3. Landscaping Project: _____

4. Other: _____

Business Justification/Goal: _____

Curriculum Benefit/Goal: _____

Community Benefit: _____

Timeline for Project:
Desired start date: _____
Anticipated project time frame: _____
Date project will be complete: _____

Name, address and phone number of Project Coordinator:

Names of Person(s) who will be constructing the project, with licensing and insurance information:

Please attach a detailed budget for the project and identify the source of these project funds:

Please describe the five-year projected operating costs for this project and identify what is the source of these funds:

Estimated Operating Costs

Funds Provided by:

Year 1: _____

Year 2: _____

Year 3: _____

Year 4: _____

Year 5: _____

Other pertinent information:

Submitted By: _____ **Date Submitted:** _____

Principal Approval of Project: _____ **Date:** _____

Project Conceptual Approval by Facilities Committee: _____

Date: _____

Project Approved as Submitted _____ **Date:** _____

Disapproved _____ **Date:** _____

Approved “with the following conditions”: _____ **Date:** _____

Director of Facilities: _____ **Date:** _____

Facility Committee Approval: _____ **Date:** _____

NOTE: Facility Committee will meet in October, January, April, and July to consider projects.

ECSD Facility Committee.

Governance Policy EL-11

Goal: To prioritize projects and make decisions and recommendations regarding Capital funded projects to protect the assets of the district.

- ❖ Develop a projects list
- ❖ Assess and recommend school buildings for renovation and/or expansion needs
- ❖ Recommend projects for bond request
- ❖ Assess and recommend land acquisition, trades, or inventory reduction as proposed by the Land Resource Committee.

Mission:

1. Develop criteria for prioritizing projects.
2. Develop funding stream/expectations.
3. Develop capital project submission process.
4. Build consensus for bond referendums.
5. Review and approve or decline proposed “building funded” projects.

Current Members:

Director of Facilities – Diana Scott
Executive Director of Student Services – Mike Gass
Current Board Member – TJ Johnson
Community Member – Chris Williams
Principal - Phil Qualman
Director of Construction – Ray Scott
Charter Representative -

Champions: Director of Finance, Superintendent

Meeting Frequency: (Quarterly: October, January, April, July)

Prioritization of Facility Improvements

The Board recognizes that not all facility improvement needs have the same level of importance. Therefore the Board directs the Superintendent to develop a process to prioritize the relative importance of each facility improvement need. The four following priority groups shall be used in prioritizing capital improvements:

- 1. Priority Group 1 – Critical projects (health and safety)**
- 2. Priority Group 2 – Necessary projects (need to have)**
- 3. Priority Group 3 – Deferrable necessary projects (nice to have)**
- 4. Priority Group 4 – Desirable projects (limited benefits)**

Prioritization of Facility Improvements

Priority Group 1 – Critical Projects

This group includes those projects that are deemed to be of utmost importance. For this reason, projects in this group need to be accomplished as soon as feasible and preferably within a year, subject to the availability of funds. The following are the types of projects that are included in Priority Group 1:

1. Projects involving health and safety (water supply that may become contaminated, poor traffic patterns that endanger pupil safety, potential structural failures, installation of emergency systems, etc.)
2. Projects mandated by law (Americans with Disabilities Act, EPA regulations, state/local health department regulations, code revisions, etc.)
3. Projects necessary to avoid a building or facility being temporarily closed (leaking boiler, cracked combustion chamber in a furnace, etc.)
4. Projects that are necessary to prevent other damage to a building or site (extensive roof leaks that can cause interior damage, severe erosion along foundations and footings, etc.)
5. Projects which retard deterioration or which will cause an inordinate increase in scope or cost if delayed beyond one year (roof deterioration that will impact other building components such as deck, insulation, electrical, flooring, wall finishes, if not corrected, extensive deterioration in pavement that could adversely affect subgrade conditions or that creates a safety hazard if not repaired, etc.)
6. Projects which provide permanent additional capacity housing for students (when current enrollment at a school is greater than 125% of permanent program capacity, permanent facilities or other alternatives for housing students should be provided unless projections indicate a declining enrollment trend.)

Priority Group 2 – Necessary Projects

This group includes those projects that are essential to support the facilities' mission and purpose. Although they are important in nature, they are not as critical and urgent as those projects in Group 1. Group 2 projects should be accomplished within the next five years, subject to availability of funds. Examples include:

1. Necessary preventative repairs and improvements to maintain the integrity of and keep in operation a building or facility (replacement of equipment and systems that have served their useful life, including boilers, electrical panels, roof, floor replacement, pavement overlay, etc.)
2. Projects which provide permanent housing for students (new schools and additions required to permanently house current or projected enrollment not exceeding 125% of permanent program capacity, etc.)
3. Projects which support existing instructional/auxiliary service programs (additions, renovation of open space classrooms, acoustical treatment in instructional areas, renovation of older schools to meet current program standards, renovation to provide functional facilities, etc.)
4. Projects which support the expansion of or changes in instructional/auxiliary service programs (computer classrooms, modular technical education laboratories and similar improvements.)
5. Projects which provide operational efficiencies and economies (energy conservation projects, pavement sealing/overlays, ditch water irrigation systems, HVAC control automation and automated irrigation systems, and projects that provide a substantial cost avoidance or return on investment.)

A large number of capital improvement needs are usually identified as Group 2 priorities. Therefore this priority group is divided into six sub-groups as follows:

Priority Group 2A

Necessary repairs and improvements to maintain the safety and integrity of the building and avoid imminent failure of a building system that would cause the facility to be shut down and/or result in a substantial loss (roof replacement, boiler replacement, heating pipe and domestic water pipe replacement, etc.)

Priority Group 2B

Projects required to house students in permanent facilities on a regular single track schedule (new schools or additions to existing schools where the projected five year future enrollment, based on the most current enrollment projection report, exceeds the permanent program capacity by 20% or more.)

Project Group 2C

Projects which support existing instructional/auxiliary service programs and will provide a substantial return on investment, including acoustical improvements, renovation of classroom facilities and renovation/upgrade of facilities 35 years old and older that have had no major remodeling during the last ten years, including mechanical, electrical, core facility and flooring improvements as required.

Project Group 2D

Projects which support existing instructional/auxiliary service programs, renovation/upgrade of facilities 30 years old and older that have had no major remodeling during the last ten years and site improvement projects required to provide safe and functional site facilities, including mechanical, electrical, core facility and flooring improvements as required.

Project Group 2E

Projects which support existing instructional/auxiliary service programs, renovation/upgrade of facilities 25 years old and older that have had no major improvements during the last 10 years, including mechanical, electrical, core facility and flooring improvements as required.

Project Group 2F

Necessary maintenance or repairs to maintain the site facilities (pavement, drainage and other projects which provide operational efficiencies and economies) and projects that support the expansion of instructional auxiliary service programs (computer labs, modular technical education laboratories, etc.)

Priority Group 3 – Deferrable Necessary Projects

Projects in this group are identical to those in Group 2 except they may be deferred beyond five years.

Priority Group 4 – Desirable Projects

Desirable projects are those that improve the environmental qualities of a building or site above adopted district standards (installation of plantings and shrubs, carpet replacement for aesthetic reasons, etc.)