

FACILITIES DEVELOPMENT

Regulation 7120

Facilities Planning and Design

Procurement of Architects, Engineers and Land Surveyors

When the District determines that it may need to engage the services of an architect, engineer, or land surveyor, the Board of Education shall first attempt to select and conduct contractual negotiations for such a service with a professional who falls within one of the two following categories: (1) any architect, engineer, or land surveyor who has contracted previously with the District to provide services to the District; or (2) any architect, engineer, or land surveyor who has been recommended to the District by a construction contractor with whom the District is familiar.

If the Board of Education determines that an architect, engineer, or land surveyor selected from one of the two categories in the prior paragraph is appropriate for the project contemplated, then contractual negotiations may be conducted with that architect, engineer, or land surveyor, and a contract may be executed between the District and that professional. The determination of whether a particular architect, engineer, or land surveyor is "appropriate" for a project is discretionary on the part of the Board of Education.

If the District cannot agree upon the terms of a contract with the architect, engineer, or land surveyor whom it has selected and with whom it has negotiated, or if the District determines that a professional selected according to this policy is not appropriate, the District will then attempt to select an appropriate architect, engineer, or land surveyor through advertisements inviting the submission of proposals or by directly contacting other architects, engineers, or land surveyors. After making its selection pursuant to this paragraph, the District will attempt to negotiate a contract with that professional. The District will continue to follow the procedures outlined in this regulation until a contract has been executed between the District and an appropriate architect, engineer, or land surveyor.

Adopted:

Consolidated School District No. 6 (Fox)

FACILITIES DEVELOPMENT

Regulation 7130

Facilities Planning and Design

Construction Manager Selection

When the District determines that it may need to engage the services of a construction manager, the Board of Education shall select a construction manager and negotiate with that construction manager to obtain a contract that is fair and reasonable. To select a construction manager, the District shall advertise and solicit proposals from qualified construction managers in the following manner:

1. If the total cost for the project exceeds five hundred thousand dollars (\$500,000), the solicitation shall be advertised for a period of ten (10) days in one (1) newspaper of general circulation in the county.
2. If the total cost of the project exceeds one million five hundred thousand dollars (\$1,500,000), the solicitation shall be advertised for ten (10) days in two (2) daily newspapers in Missouri which have not less than fifty thousand (50,000) daily circulation in addition to the advertisement required by number 1 above.
3. If the total cost of the project is five hundred thousand dollars (\$500,000) or less, the solicitation need not be advertised.

Solicitations shall require the bidders to submit the following information:

1. Fees for overhead and profit.
2. Reimbursable costs for reimbursable items.
3. Qualifications.
4. Demonstration of ability to perform projects comparable in design, scope and complexity.
5. Demonstration of good faith efforts to achieve compliance with federal, state and local affirmative action requirements.
6. References from owners for whom construction management services have been performed.
7. Financial strength.
8. Qualifications of personnel who will manage the project.

9. Demonstration of successful management systems which have been employed for the purposes of estimating, scheduling, and cost controls.

If the Board selects a construction manager on the basis of the above factors, then contractual negotiations may be conducted with that construction manager and a contract may be executed between the District and that construction manager.

If the Board cannot reach an agreement upon the terms of a construction management services contract through negotiations with the selected construction manager, then the Board will attempt to select another construction manager and negotiate a contract with that construction manager. The Board will continue to follow the procedures outlined in this policy until a contract has been executed between the District and a construction manager.

Furthermore, the Board shall not award a contract for construction management services on a negotiated basis to any construction manager (or a firm that controls, is controlled by or shares common ownership or control with the construction manager), unless such construction manager:

1. Guarantees, warrants or otherwise assumes financial responsibility for the work of others on the project.
2. Provides the District with a guaranteed maximum price for the work of others on the project.
3. Furnishes or guarantees a performance or payment bond for other contractors on the project.

A construction management services contract to such a construction manager may only be awarded through a competitive bid process.

Under this policy, the term *project* shall mean the erection or construction of a building or structure or the improvement, alteration or repair of a building or structure. The term *construction manager* includes, but is not limited to, consulting, advising, assisting and making recommendations on any and all aspects of pre-construction planning, design, bidding, and contract award and providing general observation, coordination and direction of the work and processing of payment requests and change orders during construction.

Adopted:

Consolidated School District No. 6 (Fox)

Site/Facilities**Community Use of School Facilities**

1. Any group, school or non-school, wishing to use any of the District buildings, grounds or equipment must make application in writing on a form developed for the purpose, which shall be identified as "Application for Use of School Premises." This application must be routed first to the principal of the building who shall check with the regular school activities calendar to determine availability. School activities shall always have priority over non-school activities. The application will be forwarded for review and approval to the Business Manager and the Superintendent. In no case shall verbal commitments for facilities use be considered in any way binding upon the District.
2. The public school premises may be used by patrons for ordinary meetings without charge for such purposes as may be judged to be in the public interest or which may be judged to have a distinctly educational value, provided that the necessary conditions of light, heat and custodial service can be provided. During the time when a custodian is not on duty, a custodial fee will be charged. The privilege of use may be suspended immediately if there is evidence of misuse of the facilities at any time. Leaders of these groups must assume responsibility for the conduct of all participants.
3. Reasonable fees shall be established for use of each school facility, the purpose of such fee being to defray the current operation cost of the activity to the District. Fees shall be set in accordance with prevailing cost indices. Non-profit youth groups with 75% of Fox C-6 residents may be allowed to use facilities free of charge, excluding personnel costs.
4. All youth groups must be sponsored by an adult. The name of the sponsors for each meeting must be shown on the "Building Use Report" which must be filed by the night custodian after each activity. The sponsor must be present and supervising the group throughout the entire time the group is in the building. No members of any youth group will be admitted into the building prior to the arrival of the sponsor.
5. The Board reserves the right to cancel use authorization with no prior notice due to inclement weather or if area is needed for school activities. The District shall be held harmless for all liability incurred by the group while using the school owned buildings, grounds or equipment. The District shall be named an additional insured on the group's liability insurance policy. The group will provide the District a certificate of insurance naming the District an insured party under that policy.
6. It will be necessary to have a member of the custodial staff present for any activity unless prior arrangements are made with the Business Manager.

7. The use of the school cooking equipment is discouraged. When such is approved it shall be necessary to arrange through the school principal to employ some member of the cooking staff to supervise the use of the equipment.
8. No portion of the public school facility or premises may be used by any group after 12:00 midnight without specific authorization. Use of the buildings must be kept within the hours specified.
9. Rental fees for use of school facilities are due and payable the first day of each month. Statements of account will be sent to groups who have not paid. No group delinquent in payment for use of building will be approved for subsequent use of District facilities.
10. The signing of the application constitutes a guarantee to the Board of Education that the sponsoring group will be responsible for the proper use of premises, for the orderly conduct of the meetings held under its control, and for the prompt payment of any damages to school property while in use, ordinary wear and tear accepted.
11. The school custodian shall report on proper forms the use of the building, hours worked and the date.
12. At the end of each activity, representation of the sponsoring agency must check with the custodian and submit statements of hours used by the group. The charge shall be calculated from this.
13. Application for use by sectarian groups may be approved if they have definite plans to build a church in the Fox C-6 School District.
14. Approved applications will terminate on June 1 of each year, and will be subject to review by the Business Manager if re-approval is requested.
15. The Schedule of Fees for building use is listed below. Additional information regarding fees may be obtained from the office of the Business manager.
16. The high schools have the prerogative of operating concession stand for track events if the organization requests the sale of concessions.
17. Smoking is not permitted on school property.
18. For-profit groups located outside Fox C-6 School District with a majority of Fox C-6 students, may be allowed to use facilities in accordance with rates established for such use by the Board of Education. Personnel fees will be charged if needed, according to established fees set by the Board of Education.

2013-2014

Oct. 1-April 30

BUILDING USE RATES	WEEKDAYS (For-Profit)	WEEKDAYS (Non-Profit)	WEEKENDS (For-Profit)	WEEKENDS (Non-Profit)
Roy Wilde Conference Ctr.	\$51.25 per hour	\$25.50 per hour	\$101.75 per hour	\$51.25 per hour
Gymnasium	\$33.50 per hour	\$17.75 per hour	\$62.00 per hour	\$31.00 per hour
M/P Rooms	\$33.50 per hour	\$17.75 per hour	\$62.00 per hour	\$31.00 per hour
Cafeteria	\$33.50 per hour	\$17.75 per hour	\$62.00 per hour	\$31.00 per hour
Classrooms	\$17.75 per hour	\$ 8.75 per hour	\$34.75 per hour	\$17.75 per hour
Grass Athletic Fields (for competition)		\$17.75 per game*		\$20.00 per game *
High School Track (weekdays or weekends)			\$945.00 per track meet *	

*If lights are required, an additional fee of \$32.00 per hour will be charged.

PERSONNEL RATES

Custodians:	\$26.25 per hour (weekdays); \$39.00 per hour (weekends)
Kitchen Supervisor:	\$32.50 per hour (regular kitchen hours); \$49.25(overtime)
Track Supervisor (Administrator):	\$32.00 per hour
Use of Kitchen:	When cook is not on duty, user must pay an additional hourly charge for kitchen supervision.

2013-2014

May 1-Sept. 30

BUILDING USE RATES	WEEKDAYS (For-Profit)	WEEKDAYS (Non-Profit)	WEEKENDS (For-Profit)	WEEKENDS (Non-Profit)
Roy Wilde Conference Ctr.	\$76.00 per hour	\$38.00 per hour	\$152.00 per hour	\$76.00 per hour
Gymnasium	\$49.50 per hour	\$24.75 per hour	\$ 95.00 per hour	\$47.50 per hour
M/P Rooms	\$49.50 per hour	\$24.75 per hour	\$ 95.00 per hour	\$47.50 per hour
Cafeteria	\$49.50 per hour	\$24.75 per hour	\$ 95.00 per hour	\$47.50 per hour
Classrooms	\$24.75 per hour	\$12.50 per hour	\$ 49.50 per hour	\$24.75 per hour
Grass Athletic Fields (for competition) game *		\$17.75 per game*		\$20.00 per
High School Track (weekdays or weekends)	\$945.00 per track meet *			

*If lights are required, an additional fee of \$45.00 per hour will be charged.

PERSONNEL RATES

Custodians:	\$26.25 per hour (weekdays); \$39.00 per hour (weekends)
Kitchen Supervisor:	\$32.50 per hour (regular kitchen hours); \$49.25(overtime)
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TURF FEE USAGE

Committee Members: John Laughlin-Board Member, Mike Sears-SLABA Baseball, Scott Neibert-JCYA Football, Nick Gianino-Activities Director FHS, Brad Duncan-Activities Director SHS, Brent Tinker-Football Coach FHS, Jeff Taylor- Football Coach SHS, Lorenzo Rizzi- Assistant Superintendent.

	Turf Fields Fee	Turf Fields Fee	Light Fee	Custodial Fee	Supervision Fee
	Weekday (M-Th)	Weekend (Fri – Sun.)	Weekday/Weekend	Weekday/Weekend	Weekday/Weekend
*District Community Groups <i>(This group is defined in the district rules and regulations for facility usage as groups that involve a majority of district students. This is explained in item #3.)</i>	No Charge Other fees will apply (MSHSAA events may be allowed with outside community charges)	<ul style="list-style-type: none"> 4hr min. \$200 Hourly rate after min.- \$50 Full Day Rate-\$400 	\$45/\$45 Per Hour	\$25/\$38-Per Hour	\$31/\$31 Per Hour (School Admin. reserves the right to charge for supervision before 5pm during on weekdays.)
Outside Community Groups	Not Available	<ul style="list-style-type: none"> 4hr min. \$600 Hourly rate after min-\$180 Full Day Rate- \$1200 \$500 deposit required 	\$45/\$45 Per Hour	\$25/38-Per Hour	\$31/\$31 Per Hour