

SECTION F

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FACILITIES DEVELOPMENT GOALS

The Dighton-Rehoboth Regional School Committee believes that any educational program is influenced greatly by the environment in which its functions. The development of quality educational programs and school facilities that help to implement the program must go hand in hand.

Therefore, it is the committee's goal to provide the facilities needed for the number of students in the school system, and to provide the kind of facilities that will best support and accommodate the educational program.

In planning facilities, the committee recognizes that capital outlay funds are limited, and that priorities must be established to make the best use of the school building dollar. The committee's first objective will be to develop a plan that eliminates overcrowding and minimizes the need for extended day programs and double sessions. Whenever possible, the cultural as well as educational needs of the community will be considered in planning facility expansions.

Architects retained by the committee are expected to plan for simplicity of design; sound economics, including low long-range maintenance costs, efficiency in energy needs, low insurance rates; high educational use; and flexibility.

LEGAL REF.: 603 CMR 26:07

FACILITIES DEVELOPMENT GOALS

Facilities

- (1) Every new school which is to be constructed and every addition to an existing school or program for modernization of an existing school shall be designed or planned so as to ensure that the educational opportunities to be offered within that school following its construction, expansion or reconstruction will be available equally to all students thereof without regard to the race, color, sex, religion, disability or national origin of any such student.
- (2) The goal of each school shall be to provide equal numbers of males and females with those facilities and conveniences within a school which are separated for reasons of privacy, e.g. showers, locker rooms, changing rooms, toilets and lavatories. Any school to be constructed shall make such provision and any plan for the expansion or modernization of an existing school shall include whatever provision is necessary in order to achieve compliance with 603 CMR 26.07.

LEGAL REF.: 603 CMR 26:07
Title IX

FACILITIES PLANNING

School Building Committee

The Dighton-Rehoboth Regional School Committee creates a school building committee for specific building projects. These committees act as the administrative authority for the projects, subject to approval of various actions by the Dighton-Rehoboth Regional School Committee.

The school building committee has the following responsibilities:

1. To study and make recommendations to the towns with respect to school building needs.
2. To review thoroughly with the Superintendent and the School Committee the educational requirements in relation to school buildings.
3. To review previous studies and initiate needed studies with or without consultative assistance.
4. To employ the services of architects and cost estimators and such other professional assistance as it may deem necessary.

Staff Planning

Arrangements will be made by the Superintendent, working through Principals, for the school staff to contribute in the planning of new school buildings. Teachers will be given the opportunity to submit suggestions for possible inclusion in the educational specifications.

LEGAL REFS.: M.G.L. 71:16, 71:37C and D; 71:68; 71:70
Massachusetts Board of Education Procedures Governing the School
Building Assistance Act, Chapter 645 of the Acts of 1948 as amended,
FY 79 and Board of Education 603 CMR, 38:00 and 603 CMR 26:07

RETIREMENT OF FACILITIES

When a school building becomes inadequate by virtue of age, condition, size of site, lack of need, or other overriding limitations, and cannot reasonably and economically be brought up to the current educational standards, the building should be considered for a comprehensive closing study. The Superintendent will recommend to the Dighton-Rehoboth Regional School Committee which facilities appear to justify further analysis.

The School Committee may seek both professional advice and the advice of the community in making its recommendations as to the retirement of any school facility. This will permit the public to benefit from its recycling or retirement.

A closing study will include direct involvement by those neighborhoods considered in the study and will be concerned with all or some of the following factors:

1. Age and current physical condition of the facilities, its operating systems, and program facilities.
2. Adequacies of site, location, access, surrounding development, traffic patterns, and other environmental conditions.
3. Reassignment of children, including alternative plans according to committee policy.
4. Transportation factors, including numbers of children bussed, time, distance, and safety.
5. Alternative uses of the building.
6. Cost/Savings
 - a. Personnel
 - b. Plant Operation
 - c. Transportation
 - d. Capital Investment
 - e. Alternative Use
7. Continuity of instructional and community programs.

LEGAL REF.: 71:16

DESIGNER SELECTION POLICY

The selection of designers for building construction, renovations, alterations, remodeling and repair projects, the estimated cost which exceed, ten thousand dollars (\$10,000.00) and for which design services are required, will be in accordance with the following procedures:

The authority that will award and administer the design contract will determine the nature and extent of the design services required for the project and will develop the project criteria required below.

A request for proposals (RFP) will be publicly advertised in a newspaper of general circulation and in the central register. Applicants will have at least three weeks to submit proposals.

The RFP will provide the following detailed information:

A description of the project, the specific designer services sought, estimated construction cost, and the time allotted for completion;

When and where the program prepared for the project will be available for inspection by applicants, or a statement that there is no program beyond the information as stated above;

The qualifications required of applicants for the project;

The categories of designers' consultants, if any, for which applicants must list consultants they intend to use;

Whether the fee has been set or will be negotiated. If the fee has been set, its amount must be stated as a total dollar amount, not a percentage. If the fee is to be negotiated, the awarding authority should have set a not-to-exceed amount;

The deadline for submission of proposals;

The person and address to which proposals should be sent; any other pertinent information.

A Designer Selection Committee (DSC) will be appointed by the School Committee (awarding authority) to evaluate proposals and select the finalists. The DSC shall include at least one public member, one School Committee member, and one architect or engineer.

The selection of the finalist will be based on the following criteria:

- Prior similar experience;
- Past performance on public and private projects;
- Financial stability;
- Identity and qualifications of the consultants who will work with the applicant on the project;
- Any other criteria that the committee considers relevant for the project; and,
- To obtain and maintain a similar liability insurance policy. The designer shall furnish a certificate or certificates of such insurance coverage to the public agency prior to the award of the contract, showing coverage in an adequate amount for the applicable period of limitations and including any added coverage in such amounts as the awarding authority requires.

In the selection of applicants to perform design services the awarding authority will keep the following records:

- All information supplied by or obtained about each applicant,
- All actions taken by the committee relating to any project,
- All actions taken by the awarding authority relating to any project.

These records will be available for inspection by the State Designer Selection Board.

No member of the committee shall participate in the selection of a designer as a finalist for any project if the member of any member of her/his immediate family:

- Has direct or indirect financial interest in the award of the design contract to any applicant;
- Is currently employed by, or is a consultant to or under contract to an applicant;
- Is negotiating or has an arrangement concerning future employment or contracting with any applicant; or,
- Has an ownership interest in, or is an officer or director of, any applicant.

Certification that the designer or construction manager has not given, offered or agreed to give any gift, contribution or offer of employment as an inducement for, or in connection with, the award of the contract for design services;

Certification that no consultant to or subcontractor for the designer or construction manager has given, offered or agreed to give any gift, contribution or offer of employment to the designer or construction manager, or to any other person, corporation, or entity as an inducement for, or in connection with, the award to the consultant or subcontractor of a contract by the designer or construction manager;

Certification that no person, corporation or other entity other than a bonafide full time employee of the designer or construction manager, has been retained or hired to solicit for or in any way assist the designer or construction manager in obtaining the contract for design services upon an agreement or understanding that such person, corporation or other entity be paid a fee or other consideration contingent upon the award of the contract to the designer; and,

Certification with respect to contracts which exceeds ten thousand dollars or which are for the design of a building for which the budgeted or estimated construction costs exceed one hundred thousand dollars, that the designer has internal accounting controls as required by Chapter 30, Section 39R, and that the designer will:

Maintain accurate and detailed accounts for a six year period after the final payment;

File regular statements of management concerning internal auditing controls;

File an annual audited financial statement; and,

Submit a statement from an independent certified public accountant that such CPA has examined management's internal auditing controls and expresses an opinion as to their consistency with management's statements as stated above and whether such statements are reasonable with respect to transactions and assets that are substantial in relation to designer's financial statements. (G.L Chapter 7, Section 301(e).

A requirement that the designer at her/his own expense obtain and maintain a professional liability insurance policy covering negligent errors, omissions and acts of the designer or of any person or business entity for whose performance the designer is legally liable arising out of the performance of such contracts for design services. The awarding authority may require a consultant employed by a designer subject to this subparagraph to obtain and maintain a similar liability insurance policy. The designer shall furnish a certificate or certificates of such insurance coverage to the public agency prior to the award of the contract, showing coverage in an adequate amount for the applicable period of limitations and including any added coverage in such amounts as the awarding authority requires.

In the selection of applicants to perform design services the following records will be kept by the awarding authority:

- All information supplied by or obtained about each applicant;
- All actions taken by the committee relating to any project;
- All actions taken by the awarding authority relating to any project.

These records will be available for inspection by the State Designer Selection Board.

No member of the committee shall participate in the selection of a designer as a finalist for any project if the member or any member of her/his immediate family:

- Has direct or indirect financial interest in the award of the design $\frac{1}{2}$ contract to any applicant;
- Is currently employed by, or is a consultant to or under contract to an applicant;
- Is negotiating or has an arrangement concerning future employment or contracting with any applicant; or,
- Has an ownership interest in, or is an officer or director of, any applicant.

Applicants or finalists may be required to:

- Appear for an interview before the committee;
- Present a written proposal to the committee; or,

Participate in a design competition held by the committee.

When the DSC has required that applicants list consultants which they intend to use, any changes in, or additions to, consultants named in the application must be approved by the awarding authority and reported to the committee with a written statement by the designer or construction manager of the reasons for the change. In no event may a consultant be used who is debarred pursuant to Chapter 149, Section 44C.

The DSC will select at least three finalists from among all applicants and transmit all applicants and transmit the list to the awarding authority. The list will rank the finalists in order of qualification, provide a record of the final vote of the committee on the selection, and include a written statement explaining the committee's reasons for its choice and its ranking of the finalists. The list will be a public record.

If the fee for design services has been set by the awarding authority prior to the selection process, the awarding authority will select the designers to be awarded the contract from the list submitted by the committee. If a designer other than the one ranked first is selected, the awarding authority shall file a written justification with the committee.

If the fee is to be negotiated, the awarding authority shall review the list transmitted by the committee, and may exclude any designer from the list with a written explanation of the exclusion. The awarding authority shall then appoint a designer based on successful fee negotiation among the remaining finalists in order of rank.

The design contract shall state the fee as a total dollar amount. The contract may provide for equitable adjustments in the event of changes in scope or services.

The designer who does a feasibility study, master plan or program for a project is not eligible to do the design services for that project. The designer may perform continued or extended services only if the committee is given a written statement of the technical reasons therefore, and approves, stating reasons in the public record.

NAMING NEW FACILITIES

Naming a school is an important matter that deserves thoughtful attention. Personal prejudice or favoritism, political pressure, or temporary popularity should not be an influence in choosing a school name. A name with educational significance or inspiration should be chosen. The committee also feels that it is appropriate to name schools for physical locations; geographical areas; distinguished local, state, and national leaders whose names will lend dignity and stature to the school; or significant or pertinent events.

The Superintendent will prepare for the approval of the Dighton-Rehoboth Regional School Committee a procedure to follow in recommending names for school buildings. Whenever possible, the wishes of the community, including parents and students, should be considered in naming new facilities.