

Forsyth County Schools  
School Initiated Project Request Procedure  
January 26, 2012

The following procedure has been established under the Forsyth County Board of Education Policy for Gifts and Donations for all Forsyth County Schools to obtain the appropriate review and approval for all locally sponsored or donated school facility improvements, modifications or new facility construction. Forsyth County Schools encourages such projects, yet preserves the interest of the school system in providing safe, well-planned and well-constructed facilities. These individual school initiated projects would include alternate funding through the individual school's P.T.A., P.I.E., extracurricular booster club, private or public grants and individual school funding sources separate from operational revenue provided and directed by the Forsyth County School System or its Board of Education.

Forsyth County Schools encourages each school develop a "Master Site Plan" to address the future program requirements of the educational and athletic activities. The Plan will provide guidance as new request are presented to assure a cohesive campus design. The Plan will assist with evaluating all request, regulatory compliance (Title IX), parity with all programs seeking to expand and prioritize each based on need or funding. As appropriate, each school may present their plans to the Board of Education or Facilities Office for conceptual approval prior to the full development of the individual project(s).

SCHOOL INITIATED PROJECT REQUEST SUBMITTAL (Submittal: pg. 1)

1. Provide a description of the project and attach any plans or diagrams demonstrating the scope of work to be performed. Identify the materials and products used in construction.
2. Provide the rationale for the proposed project related to the educational or extracurricular program.
3. Each project submittal must include a projected cost or actual estimate. Cost should include a fair market value for any "in-kind" contribution for labor or materials donated to the school. The "Project Budget Worksheet" is attached to the application form (Exhibit "A").
4. Identify the funding source along with the name of the authorized person(s) on the account.
5. Get an authorization by School Principal or Administrator.
6. Modification of existing facilities shall meet the standards established by the Georgia Department of Education for the intended curriculum provided. Any change to the functional use of an instructional area must also be approved by the Academics and Accountability Department.
7. Improvements for extracurricular athletic programs, venues or facilities must also be approved by the Director of Athletics for Forsyth County Schools. Written approval from each Forsyth County School of corresponding grade level may be required stating that the improvement:
  - Would not provide a competitive advantage to their program and,
  - They fully understand the work was completed without the use of F.C.S.S. funding.

PROJECT APPLICATION REVIEW

All new construction plans or improvement projects will be evaluated under the following process:

1. Verification that the project location does not interfere with any existing facilities, utilities or impedes other future improvements.
2. The facilities, equipment or improved area is appropriate for the age group intended.
3. The material and products specified meets or exceeds any standard requirements used by Forsyth County Schools. F.C.S. will provide an appropriate construction project manual for reference to your design professional and contractor as needed.
4. All new construction is in compliance with Forsyth County requirements including;
  - Development Codes for building setbacks or protected buffers.

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- Site Development for any utility service installation, soil erosion or pollution discharge protection.
  - Applicable Building Codes and permitting as necessary for any covered or enclosed structures used by students, parents, staff or public.
  - Permitted work may require a licensed professional designer and installation performed by a Contractor possessing the proper State of Georgia license.
5. All new structures or modifications of existing facilities meet N.F.P.A. 101 Life Safety and the Georgia Accessibility Codes.
  6. A project review summary of any outstanding issues will be developed as part of the review process and returned to the applicant for the purpose of amending the application. This project review summary may contain conditions for approval that will be deemed accepted if the applicant does not challenge them before work commences.

## REQUIRED PROJECT APPROVAL LEVELS & ADDITIONAL DOCUMENTATION

### Tier 1: Less than \$5,000.00.

Must provide one (1) cost estimate or proposal.

1. Principal or Administrator must submit the request.
2. Principal or Administrator must identify funding source.
3. Facilities and Maintenance Department Staff will review plans and specifications.
4. Other review may include:
  - Academics and Accountability Department, if it affects an instructional program space.
  - Director of Athletics for any athletic venue or facility.
  - Director of School Safety and Discipline.
5. Director of Facilities will grant final approval.

### Tier 2: Greater than \$5,000.00 but less than \$10,000.00.

Two (2) or more comparative cost estimates or proposals are required per procurement guidelines.

1. Principal or Administrator must submit the request.
2. Principal or Administrator must identify funding source.
3. Facilities and Maintenance Department Staff will review plans and specifications.
4. Other review may include:
  - Academics and Accountability Department, if it affects an instructional program space.
  - Director of Athletics for any athletic venue or facility.
  - Director of School Safety and Discipline.
5. Director of Facilities will grant final approval.

### Tier 3: Greater than \$10,000.00 but less than \$50,000.00.

Must provide multiple (three or more) cost estimates or proposals along with basis of selection.

Funds may be required to be on deposit in an account authorized by the Director of Finance.

1. Principal or Administrator must submit the request.
2. Principal or Administrator must identify funding source.
3. Facilities and Maintenance Department Staff will review plans and specifications.

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4. Other review may include:
  - Academics and Accountability Department, if it affects an instructional program space.
  - Director of Athletics for any athletic venue or facility.
  - Director of School Safety and Discipline.
5. Forsyth County Schools Superintendent will grant final approval.

Tier 4: Greater than \$50,000.00.

The school must submit the request to Forsyth County Board of Education for final approval after completing the Tier 3 review. The Board of Education may request the Facilities Office to submit a separate five (5) year operation and maintenance estimate for consideration.

Upon receiving approval from the Forsyth County Board of Education of Tier 4 projects, the following Special Conditions will apply in addition to applicable Supplementary Conditions in the following section.

SPECIAL CONDITIONS FOR TIER 4 PROJECT UPON APPROVAL

- Funds must be on deposit in an account authorized by the Director of Finance prior to commencing any work on the site.
- Project must be publicly advertised for bid or proposal per the Forsyth County School Policy for Purchasing & Procurement. All documents, including permit review comments, must be prepared in advance of the advertisement.
- Forsyth County Schools Facilities Department will assume oversight of the school initiated project.
- Successful contractor may be required to provide a Bid Bond (5%) and full Payment & Performance Bond (100%) of the contract amount.

SUPPLEMENTARY CONDITIONS UPON APPROVAL

1. The individual school or organization requesting the local school project is responsible for fully funding all aspects of the work through completion.
2. Any service provider who will receive payment for services will be considered a “Contractor”. This person will be required to provide proof of insurance and workman’s compensation liability for himself or others on the project. Terms of the Contract must be made in writing.
3. Any person acting in the role of Contractor is subject to additional local, state and federal requirements. They include Immigration Verification, Non-Collusion and Non-Influence Statutory Affidavits.
4. All design or engineering services including such items as surveying, geo-technical evaluation and final “as-built” conditions are to be paid from the encumbered project funds available.
5. All payment requests against an encumbered fund account must be submitted and verified before distributing funds.
6. All new construction of permanent facilities or additions to existing facilities permitted through Forsyth County Planning & Development will require additional services for Construction Materials Testing and a Third Party Special Inspections that must be included in project budget.
7. Required Site Development and /or Building Permit(s) are in place before any work begins on the site.
8. Construction of permanent facilities will require certain warranties to products, equipment and workmanship. Operation manuals for new equipment and hardware must be provided at project close-out.
9. Permanent facilities will require final Certificate of Occupancy issued by the Fire Department and Certificate of Completion from the Building Inspector upon final.