

## Non-Instructional Operations and Business Services

### Construction and Remodeling of Facilities and Grounds

#### I. Purpose

This policy defines the process the school district will use to plan, administer, design, finance, construct, and occupy a building.

#### II. General Statement of Policy

The school district recognizes the importance of facilities and grounds that provide a favorable environment for student and community learning and activities. The district will meet all federal, state, and local construction requirements as well as seek public and staff input and communications throughout the construction and remodeling of facilities and grounds process.

#### III. Construction and Remodeling Process

- A. The school district will follow all local, federal and state laws, building codes, ordinances, and requirements throughout the process of completing new construction or remodeling of district facilities and grounds. All school site and/or district construction and remodeling projects will be coordinated by the director of buildings and grounds. All proposed projects will be reviewed by the Board Facilities Committee with a recommendation brought to the school board, as necessary, for action or information.
- B. The district values the involvement of community and staff in the planning and design of the construction and/or remodeling of school facilities and grounds. A school administrator identified by the director of buildings and grounds will ensure this involvement occurs throughout the process. The process will be shared with the school board for either action or information as determined by the Board Finance and Facilities Committee.
- C. All agreements, bids, leases, joint agreements, and contracts must be approved by the school board in conformity with district Policy 707. Change orders of greater than \$175,000 must be formally communicated to the board. ~~For any project funded by bonds issued by the district, the school board will adopt a specific process for the approval of change orders.~~
- D. The construction and/or remodeling process will include:
  1. Planning – Project planning will be based on determined needs, available resources, and demonstrated public and staff input.

2. Administrative oversight – Local, state, and federal requirements must be considered in the process and consultant services may be required.
  3. Design – Architectural and engineering services will be used in the design of construction/remodeling, as determined by the scope of the project. All contracts, services, and fees must be approved by the ~~school~~ board.
  4. Financing – Project financing must meet state and federal law, and the method of financing must be approved by the ~~school~~ board. A vote of the public may be necessary for the funding of a construction bond referendum.
  5. Construction – All construction requires approved contracts and bids. The director of buildings and grounds will identify the district administrator who will serve as the point of contact for a construction or remodeling project. The district will complete all necessary requirements related to records, reports, and payments, as per state law.
- E. The district will seek partnerships when possible with other agencies and organizations to maximize the use of the facilities or grounds and access by students and the public.
- G. The district will choose products that are easily maintainable, and whose quality aligns with district standards.

Legal References:

Minn. Stat. § 123B.52 (Contracts)

Minn. Stat. § 471.345 (~~Contracts~~ [Uniform Municipal Contracting Law](#))

Minn. Stat. § 471.87 (~~Conflict of Interest~~ [Public Officers, Interest in Contract; Penalty](#))

Cross References:

Policy 210 (Conflict of Interest – School Board Members)

Policy 703 (Accounting)

[Policy 707 \(Purchasing\)](#)

Policy

adopted: 11/08/10

Revised: 09/22/14

Revised: 08/17/15

INDEPENDENT SCHOOL DISTRICT [NO. 273](#)

Edina, Minnesota

APPENDIX I ~~Appendix I to Policy 718~~

**Next Gen Construction Bond Approved May 5, 2015  
Project Change Order Process**

The voter-approved Next Gen Construction Project provides funding to enhance school security, improve learning spaces at every school, and update the infrastructure of the ~~school~~ district's schools and facilities. In order to keep the construction project moving forward in a timely manner, construction change orders may need to be processed in a time-sensitive manner.

When a change order request is made by the construction management firm, the following actions will occur:

1. ~~The Director of Business Services~~ ~~director of finance and operations~~ or designee will determine if the request is a necessary change for the success of the project.
2. If the request is necessary, the ~~D~~director/designee will determine the required timeliness of approving the change order. Change order requests requiring a just-in-time response may be approved as follows:
  - ~~\$0 – \$100,000 change order amounts may be approved by the~~ ~~S~~superintendent or designee;
  - ~~Any change order over \$100,000 requires formal school board approval.~~
3. All approved change orders will be noted in the construction expenditure reports at the next regular school board meeting.

Appendix

Adopted: 08/17/15