

ARTICLE III: FACILITY PLANNING & DESIGN

TABLE OF CONTENTS

- 4-3.1 SCHOOL CONSTRUCTION PHILOSOPHY
- 4-3.2 FACILITY PLANNING
- 4-3.3 PHILOSOPHY OF DESIGN STATEMENT
- 4-3.4 FACILITY DEVELOPMENT
- 4-3.5 EDUCATIONAL FACILITY SPECIFICATIONS
- 4-3.6 PRE-QUALIFICATION OF GENERAL CONTRACTORS
- 4-3.7 SUPERVISION OF CONSTRUCTION
- 4-3.8 NAMING AND DEDICATION OF FACILITIES
- 4-3.9 RETIREMENT OF FACILITIES

POLICY 4-3.1 SCHOOL CONSTRUCTION PHILOSOPHY

In the event that alternatives to school construction (attendance boundary adjustments, school calendar revisions, class size increases, etc.) do not offer practical solutions to overcrowding in targeted school facility(ies), additions to current facilities or construction of new schools should be scheduled to alleviate crowded conditions in the targeted facilities by occurring no more than three years after anticipated overcrowding in the targeted facility(ies) has occurred. Overcrowding will be as defined in the supporting regulation.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, § 22.1-78; Philosophy Statement drafted by the Hanover County School Board October 1996 and officially adopted by the Hanover County Board of Supervisors October 28, 1998.

Recodified: August 2000

Amended: August 14, 2007

ACCOMPANYING REGULATION

REGULATION 4-3.1 Definition of Overcrowding

Overcrowding is defined as more than 20 percent above capacity for three consecutive years. Capacity in a specific elementary school is computed by using the current pupil to teacher ratio in the school system multiplied by the number of classrooms used for general education grades K-5 at the school. For each secondary school, grades 6-12, capacity is computed using: 1) current pupil to teacher ratios for each instructional program area in the school system, multiplied by the number of classrooms used for each program and 2) an "efficiency" percentage to account for specialized/low enrollment course offerings.

Adopted: August 14, 2007

POLICY 4-3.2 FACILITY PLANNING

The Hanover County School Board is responsible for the regular operation and orderly development of all school facilities. The School Board will concern itself with both short- and long-range planning. The division superintendent shall present to the School Board annually a ten-year Capital Improvement Program which will include recommendations regarding timing, location, costs and savings associated with new building requirements and/or restoration and renewal of existing school facilities.

Decisions pertaining to educational specifications for new buildings and renovations may be developed after input from a broad-based committee representing the staff and community. The committee will present to the division superintendent its recommendations for facilities utilization, development and closure.

Recommendations to the School Board shall be supported by researched facts and figures in compliance with the School Construction Philosophy that support the feasibility and need for construction and/or renovation. Ten-year enrollment projections will be prepared under the direction of the division superintendent and will be reviewed and brought up-to-date annually.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-79(3), 22.1-253.13:6(A).

Recodified: August 2000

POLICY 4-3.3 PHILOSOPHY OF DESIGN STATEMENT

Hanover County Public School facilities shall be the result of a collaborative design process, which is in response to programmatic input. Each facility will also be a unique and appropriate response to the specific school site and population.

In Hanover County Public Schools, all learning environments, indoor and outdoor, should empower students to become individual learners, contribute to thoughtful studies, contribute to creative endeavors, and enhance specific skills or performance. The following areas need to be addressed in future new construction and renovations to ensure that all elementary, middle and high schools:

1. are visually stimulating;
2. incorporate abundant natural lighting;
3. relate to students in scale and form;
4. use materials and textures that relate to students;
5. are student friendly;
6. are inviting, accessible, and promote a sense of community and belonging;
7. provide an environment that is orderly, comfortable, secure and safe;
8. are designed for multiple groups at various hours and days of the week;
9. promote and respond to core instructional programs;
10. plan for full implementation of technology in support of learning;
11. reflect the needs of community and business partnerships;
12. are fiscally responsible/cost effective;
13. include technical, mechanical, and electrical systems, which ensure operational economy;
14. accommodate the end users of the facility: students, parents, faculty, community members, administrators and central office personnel;
15. incorporate multi-functional grounds that are aesthetically appealing; and
16. create opportunities to support and enhance interlocking disciplines through organization of space and technology.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, § 22.1-78.

Recodified: August 2000

ACCOMPANYING REGULATION

REGULATION 4-3.3 Design Process

The Hanover County Public Schools implement a planning and design process that encompasses the philosophy of total community involvement. The design process starts with the selection of an architectural firm and the establishment of a Steering Committee and School Design Committee.

The design process starts with the selection of an architectural firm. Hanover County Public Schools initiates an open procurement process to select architectural firms on all projects as established by the Virginia Public Procurement Act.

The process continues with the establishment of a Steering Committee with the specific purpose of developing the goals, objectives, scope and overall footprint of the desired project. This committee also provides general guidance for the project in terms of compliance with the School Board's long-term instructional goals. The Steering Committee usually has five to seven members with representation from the Construction

and Planning Department, present on-site school administrators, central office staff and the architectural firm.

A School Design Committee is then organized with representatives of teachers, students, parents, and administrators from the proposed school area, appropriate central office personnel and the architectural firm. The purpose of this committee is to provide specific input regarding school planning, design, learning environment, function and operation.

POLICY 4-3.4 FACILITY DEVELOPMENT

Any educational program is influenced greatly by the environment within which it functions. The development of a quality educational program and school facilities which help to implement it must go hand in hand. The Hanover County School Board's goal is to provide facilities of the kind and size that will best support and accommodate the school division's educational program and the number of students enrolled. The School Board will constantly strive to provide new and remodeled facilities that will offer the best possible physical environment for learning and teaching.

The School Board aims specifically toward:

1. New buildings and renovations that will accommodate and facilitate those new organizational and instructional patterns that support the division's educational philosophy and instructional goals.
2. Meeting all safety requirements through the remodeling of older structures.
3. Providing such building renovations as are needed to meet requirements on the availability of public school facilities to disabled persons.
4. Building design and construction that will lend themselves to low maintenance costs and the conservation of energy. These two factors will also be given special consideration in the renovation of buildings.
5. Decisions pertaining to educational specifications of new buildings and those undergoing extensive remodeling will be developed with the viewpoints of teachers, students, and the community considered.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-79 (3), 22.1-253.13:6 (A); Rehabilitation Act of 1973, 42 U.S.C. § 504; Americans With Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213.

Recodified: August 2000

POLICY 4-3.5 EDUCATIONAL FACILITY SPECIFICATIONS

To ensure that all new and remodeled Hanover County Public School facilities are designed to best implement the educational program, the division superintendent will provide for the development of detailed educational specifications to apply to the design and construction of new buildings. Educational specifications are detailed descriptions of:

1. All the activities that will take place in the building;
2. The curriculum to be housed in the building;
3. Specific architectural characteristics desired; and
4. The facilities needed, their equipment requirements and their space relationship to other facility elements.

When educational specifications are prepared, the educational philosophy of the school division must be incorporated as part of the document. Consultants may be used in the development of educational specifications when deemed necessary by the division superintendent and approved by the School Board. Final building plans must be finalized by the division superintendent and by a licensed architect or professional engineer, as required by applicable law.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-138, 22.1-140.

Recodified: August 2000

POLICY 4-3.6 PRE-QUALIFICATION OF GENERAL CONTRACTORS

The Hanover County School Board utilizes a general contractor pre-qualification procedure as authorized by Virginia Code § 11-46, and expressly approves Regulation 4-3.6 as its pre-qualification questionnaire to be used in all pre-qualifications. For each construction project for which the School Board pre-qualifies general contractors, the School Board shall provide information to all interested contractors detailing the pre-qualification information required and the timelines for providing such information. The division superintendent or his designee shall develop the appropriate pre-qualification application packet for such request.

LEGAL REFERENCE: Code of Virginia, 1950 as amended, § 11-46.

Recodified: August 2000

ACCOMPANYING REGULATION

REGULATION 4-3.6 STANDARD FORM FOR CONTRACTOR'S STATEMENT OF QUALIFICATIONS

TABLE OF CONTENTS

- I. General Information
- II. Bonding
- III. Judgements
- IV. Convictions and Debarment
- V. Compliance
- VI. Experience
- VII. Signatures
- VIII. Notary

I. General Information

- 1. Submitted to:
Address:

- 2. Name of Project submitted for:

3. Type of work you wish to qualify for:

- General Construction
- Mechanical
- Electrical
- Other

4. Contractor's Name:

5. Contractor's mailing address:

6. Contractor's street address (if not the same as mailing address):

7. Telephone Number:

8. Facsimile Number:

9. Contact Person:

10. Contact person's telephone number:

11. State Contractor's License number:

12. Designated employee registered with the Virginia Board of Contractors:

13. Check type of organization:

- Corporation
- Partnership
- Individual
- Joint Venture
- Other

14. If a corporation, provide the following information:

State of incorporation:

Date of incorporation:

Federal I.D. #:

Officers:

Name

Years in Position

President:

Vice-president:

Secretary:

Treasurer:

Are you a Subchapter S corporation? Yes No

15. If a partnership provide the following information:

Date organized:

Type of partnership:

List of General Partners:

Name:

Telephone Number

Years as a G.P.

16. If individually owned provide the following information:

Years in business:

17. Have you ever operated under another name? Yes No

If yes, provide the following information:

Other name:

Number of years in business under this name:

Commonwealth of Virginia License number under this name:

18. Effective July 1, 2006 contractors are required to provide written certification for themselves and any employee who will have direct contact with student (i.e. who will be in the presence of students during regular school hours or during school-sponsored activities) that states: 1) that he has not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child; 2) that no employee who will have direct contact with students has been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child; 3) whether he has been convicted of a crime if moral turpitude; and 4) whether any employee who will have direct contact with students has been convicted of a crime of moral turpitude. Such certification shall be provided to the Owner prior to awarding the Contract. This requirement will be a condition of the construction contract.

END GENERAL INFORMATION

II. Bonding

Please have your bonding company execute a statement similar to the one example in *Attachment Number Two* and attach the completed and signed statement as *Attachment Number Two* to this completed statement.

1. Bonding Company's name:

2. Bonding Company's address:

3. Representative (Attorney-in-fact):

4. Is the Bonding Company listed on the United States Department of the Treasury list of acceptable surety companies?

Yes No

5. Is the Bonding Company licensed to transact fidelity and surety business in the Commonwealth of Virginia?

Yes No

END BONDING

III. Judgements

In the last ten (10) years, has your organization, or any officer, director, partner or owner, had judgements entered against it or them (individually or in combinations), for the breach of contracts for construction?

Yes No

If yes, on a separate attachment, please state the person or entity against whom the judgement was entered. Give the location and date of the judgement, describe the project involved, and explain the circumstances relating to the judgement, including the names, addresses and telephone numbers of persons who might be contacted for additional information.

END JUDGEMENTS

IV. Convictions and Debarment

If you answer yes to any of the following, on a separate attachment, please state the person or entity against whom the conviction or debarment was entered, give the location and date of the conviction or debarment, describe the project involved, and explain the circumstances relating to the conviction or debarment, including the names, addresses and telephone numbers of persons who might be contacted for additional information.

1. In the past ten(10) years, has your organization or any officer, director, owner, partner, project manager, procurement manager or chief financial officer of your organization:

a. Ever been fined or adjudicated of having failed to abate a citation for building code violations by a court or local building code appeals board?

Yes No

b. Ever been found guilty on charges relating to conflicts of interest?

Yes No

c. Ever been convicted on criminal charges relating to contracting, construction, bidding, bid rigging or bribery?

Yes No

d. Ever been convicted: (i) under Va. Code § 11-72 et seq. (Ethics in Public Contracting); (ii) under Va. Code § 18.2-498.1 **et seq.** (Va. Governmental Frauds Act); (iii) under Va. Code § 59.1-68.6 **et seq.** (Conspiracy to Rig Bids); (iv) of a criminal violation of Va. Code § 40.1-49.4 (enforcement of occupational safety and health standards); (v) of charges relating to the employment of illegal aliens on construction projects; (vi) of a criminal violation of the Environmental Protection Act (as administered by the federal government); or (vii) of violating any substantially similar federal law or law of another state?

Yes No

2. Is your organization or any officer, director, partner or owner currently debarred from doing federal, state or local government work for any reason?

Yes No

END CONVICTIONS AND DEBARMENT

V. Compliance

If you answer yes to any of the following, on a separate attachment, please give the date of the termination order or payment, describe the project involved, and explain the circumstances relating to same, including the names, addresses and telephone numbers of persons who might be contacted for additional information.

1. Has your organization:

a. Ever been terminated on a contract for cause?

Yes No

b. Within the last five (5) years made payment of actual and/or liquidated damages for failure to complete a project by the contracted date?

Yes No

2. Has your organization, in the last three (3) years, received a final order for willful and/or repeated violation(s) for failure to abate issued by the United States Occupational Safety and Health Administration or by the Virginia Department of Labor and Industry or any other government agency?

Yes No

3. Have any Performance or Payment Bond claims ever been paid by any surety on behalf of your organization?

Yes No

4. Has your organization been more than thirty (30) days late, without good cause, in achieving the contracted substantial completion date where there was no liquidated damage provision on more than two (2) projects in the last three (3) years; and/or, has your organization finally completed a project more than ninety (90) days after achieving substantial completion on two (2) or more projects in the last three (3) years, for reasons within the control of your organization?

Yes No

5. Has your organization received more than two (2) cure notices on a single project in the past two (2) years and/or more than one (1) cure notice on five (5) separate projects in the past five (5) years?

Yes No

6. Has your organization had repeated instances on a project of installation and workmanship deviations which exceeded the tolerances in the standards referenced in the contract documents?

Yes No

END COMPLIANCE

VI. Experience

If your organization has multiple offices, provide the following information for the office that would handle projects under this prequalification. If that office has limited history, list its experience first.

1. Attach a list of **all** projects, giving address, size and dollar value for each, that your organization as **completed** within the last five (5) years. Provide for each the name, address and telephone number for the Owner's and the Architect's contact or representative.
2. Attach a list of your organization's projects **in progress**, if any, at the time of this statement. At a minimum provide project names and addresses, contract amounts, percentages complete and contact names, addresses and telephone number for the Architect and the Owner for each project.
3. Describe **on a separate attachment** how your organization would staff this project.
4. Provide as an attachment, a brief resume for the project manager and the superintendent most likely to be assigned to this project. Describe for each the background and experience that would qualify him or her to be a project manager or superintendent for this project. Include in the resumes at least three (3) similar or comparable projects on which the proposed project manager and the proposed superintendent have served in that capacity or positions of similar or comparable responsibility within the last five (5) years. Provide the names, addresses and telephone numbers of the Owner's and of the Architect's contact person for each project.
5. If this statement is for a particular project, identify three (3) projects from those identified in items 1 and/or 2 above which are most relevant or similar to the project for which you are seeking prequalification. At a minimum provide **on a separate attachment** the following information for each project (in the following format):

Project Name:

Final or current Contract Amount:

Scope of Project (gross square feet, height, number of stories plus sub-surface levels, total cost):

Owner's Name:

Address:

Contact:

Telephone Number:

Architect's Name:

Address:

Contact:

Telephone Number:

Project description, i.e., function of building and component building subsystems:

END EXPERIENCE

VII. Signatures

The undersigned certifies under oath that the information contained in this Statement of Qualifications and attachments hereto is complete, true and correct as of the date of this Statement.

(Name of entity submitting this statement of Qualifications)

By:

Name of Signer (please type or print)

Signature

Title

Date

VIII. Notary

State of

County/City of

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public Signature

My commission expires:

Notary Seal:

END SIGNATURES & NOTARY

ATTACHMENT NUMBER ONE:

The following are the basis for determining eligibility for prequalification at the Owner's sole discretion, after review and consideration of the dates, facts and circumstances of the information provided herein, including information provided in pages prior to this notice and in attachments made hereto:

I. Bonding

Contractor can secure bonding for this project in an amount equal to or greater than the amount established by the Owner or his representative from a surety company (1) listed in the United States Department of Treasury, Federal Register, Circular 570; Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies; and (2) licensed to transact fidelity and surety business in the Commonwealth of Virginia.

II. Experience

A. Firm Experience:

The contractor or the contractor's office that will handle this project has undertaken at least three (3) construction projects of similar or comparable scope within the last five years. The projects shall be sufficiently comparable so that the Owner may conclude that the contractor is familiar with and capable of handling the project described in the prequalification.

B. Key Personnel Experience:

1. Proposed Project Manager:

The project manager most likely to be assigned to this project has served as project manager on at least three (3) construction projects to similar or comparable scope within the last five (5) years. This experience shall include the construction of at least one (1) similar or comparable project as an occupied addition/renovation. Equivalent or comparable experience may be considered at the Owner's sole discretion; however, it shall be sufficiently similar so that the Owner may conclude that the proposed project manager is familiar with and capable of handling the project described in the prequalification.

2. Proposed Project Superintendent:

The project superintendent most likely to be assigned to this project has served as project manager on at least three (3) construction projects of similar or comparable scope within the last five (5) years. Equivalent or comparable experience may be considered at the Owner's sole discretion; however, it shall be sufficiently similar so that the Owner may conclude that the proposed project superintendent is familiar with and capable of handling the project described in the prequalification.

III. Judgements:

Any judgement(s), whether one or several, entered against the contractor for breach of contract for construction within the past ten (10) years may be grounds for denying prequalification, at the Owner's sole discretion, after due consideration of the date(s), facts and circumstances.

The Contractor:

- in the last three (3) years has **received a final order for failure to abate or for a willful violation** by the US OSHA or by the Virginia Department of Labor and Industry or any other government agency; or,
- has paid liquidated damages** for failure to complete a project by the contracted date on more than two (2) projects in the last five (5) years; or,
- has paid actual damages** for failure to complete a project by the contracted date on more than two (2) projects in the last five (5) years; or,
- has been terminated** for cause on a contract in the last five (5) years; or,
- was more than thirty (3) days late, without good cause**, in achieving the contracted substantial completion date where there was no liquidated damage provision on more than two (2) projects in the last three (3) years; or,
- has received more than two (2) cure notices on a single project** in the past two (2) years and/or more than one (1) cure notice on five (5) separate projects in the past five (5) years; of,
- has had repeated instances** on a project of **installation and workmanship deviations which exceeded the tolerances in the standards referenced** in the contract documents. Documentation of such instances shall be the written reports and records of the Owner's representatives on the project; or,
- has finally completed a project** more than ninety (90) days after achieving substantial completion in two (2) or more projects in the last three (3) years, for reasons within the contractor's control. Documented delay of delivery of material necessary to perform remaining work or seasonal conditions that bear on performing the work or operating specific equipment or building systems shall be considered in mitigation; or,
- has had Performance or Payment Bond claims paid on its behalf** in the last three (3) years.

V. Convictions:

Any of the following may be grounds for denying prequalification, at the Owner's sole discretion, after due consideration of the date(s), facts and circumstances.

The contractor or any officer, director, project manager, procurement manager, chief financial officer, partner or owner of the construction company in the past ten (10) years:

- **has been convicted** on charges relating to **conflicts of interest**; or,
- **has been convicted** on charges relating to any **criminal activity** relating to contracting, construction, bidding, bid rigging or bribery; or,
- **has been convicted** on charges relating to **employment of illegal aliens** on construction projects; or,
- **has been convicted:** (i) under Va. Code Section 11-72 et seq. (Ethics in Public Contracting); (ii) under Va. Code Section 18.2-498.1 **et seq.** (Va. Governmental Frauds Act); (iii) under Va. Code Section 59.1-68.6 **et seq.** (Conspiracy to Rig Bids); (iv) of a criminal violation of Va. Code Section 40.1-49.4 (enforcement of occupational safety and health standards); (v) of a criminal violation of the Environmental Protection Act (as administered by the federal government); or (vi) of violating any substantially similar federal law or law of another state.

VI. Debarment:

The following may be grounds for denying prequalification, at the Owner's sole discretion, after due consideration of the date(s), facts and circumstances:

The contractor or any officer, director, project manager, procurement manager, chief financial officer, partner or owner of the construction company in the past ten (10) years has been **debarred** by any agency or political subdivision of the Commonwealth of Virginia, by any agency of the United States government or by any agency of another state.

END ATTACHMENT NUMBER ONE

Amended: August 28, 2007

POLICY 4-3.7 SUPERVISION OF CONSTRUCTION

A Hanover County School Board construction representative shall be assigned to review and monitor all School Board construction projects. The construction representative's duties shall include, but not be limited to:

1. Daily project surveillance;
2. The preparation of a daily construction diary outlining: the various disciplines of work being accomplished, weather conditions, numbers and types of mechanics on the job, materials delivered, delaying factors if any, estimated weekly percent of completion, interpretation of plans and specifications, and interface with the architect/engineer and the project contractor;

3. Reporting any and all matters requiring contract action to the director of construction and planning;
4. Reviewing all partial payments received from the general contractor;
5. Upon substantial completion, coordinating punch list with architect/engineer for transmittal to contractor; and
6. Reviewing final completion payment.

Assurance of this supervision, if required, will be furnished by the School Board to the state supervisor of school buildings prior to approval of plans and specifications for construction.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§ 22.1-138, 22.1-139, 22.1-140; Virginia State Department of Education, School Building Manual.

Recodified: August 2000

POLICY 4-3.8 NAMING AND DEDICATION OF FACILITIES

Naming

In selecting names for schools, the Hanover County School Board shall appoint a committee to suggest a single recommendation of an appropriate name for the School Board's consideration. The School Board shall reserve the right to designate the official name of any school.

The Hanover County School Board shall solicit recommendations from the community for the naming of new schools. In reviewing recommendations, the following factors will be considered:

- geographic location
- environmental features
- historical considerations

Effective with this policy's implementation and for facilities yet unnamed, no school, school building, school room, track, gymnasium, stadium, media center or library, field, nor any other portion of the campus or facility on the campus shall be named for a person (living or deceased).

The School Board shall not sell naming rights of any school facility, campus, or program.

Commemorative/memorial items, such as trees, plaques, etc. will be considered for placement within a school building, courtyard, or elsewhere on the school's campus upon approval by the School Board.

In all cases, the final decision for naming a school or school component shall be made by the School Board.

Dedication

The School Board may have a public dedication ceremony following completion of major building projects.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, § 22.1-78.

Recodified: August 2000

Amended: July 10, 2007

ACCOMPANYING REGULATION

REGULATION 4-3.8 NEW FACILITIES: NAMING SCHOOLS AND SCHOOL BUILDINGS

Requests for the naming of schools and facilities are periodically recommended to the Hanover County School Board. The division superintendent, School Board, or a committee thereof will consider such recommendations in a systematic manner, using the following guidelines:

1. The division superintendent or his designee shall solicit suggestions and/or recommendations from the community, including PTA's and/or PTO's.
2. Requests shall be in writing with reasons for the recommendation included in the statement.
3. Evidence of broad community support shall accompany the request.
4. Suggestions coming from School Board members, Hanover County officials or the administration and staff shall follow the same procedure.

The School Board shall reserve to itself the right to designate the official name of any school or school building.

POLICY 4-3.9 RETIREMENT OF FACILITIES

Certain Hanover County Public Schools buildings may become unsuitable for their present use, but may be used to benefit the school division or public in other ways. In determining when a facility is to be retired, the Hanover County School Board may consider the following factors, among others:

1. The adaptability of the building for continued use for its present purpose;
2. The suitability of the site of the building;
3. The maintenance and upkeep of the building costs; and
4. The historic value of the building to the community.

The School Board shall invite the viewpoints of community residents and staff in making its decision to retire a school building. If the School Board determines to close a facility, it will first consider other uses that the school division might make of the building prior to considering relinquishing possession of the building.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§ 22.1-135, 22.1-136.

Recodified: August 2000
