

INDEX
SECTION F

FACILITIES DEVELOPMENT

<u>FA</u>	<u>Facilities Development Goals</u>
<u>FB</u>	<u>Facilities Planning</u>
<u>FBB</u>	<u>Enrollment Projections</u>
<u>FCB</u>	<u>Retirement of Facilities</u>
<u>FCC</u>	<u>Temporary School Facilities</u>
<u>FDA</u>	<u>Negotiating the Issue of Bonds</u>
<u>FDB</u>	<u>Capital Reserve Funds</u>
<u>FE</u>	<u>Facilities Construction</u>
<u>FEA</u>	<u>Educational Specifications for Construction</u>
<u>FEB</u>	<u>Selection of Architect</u>
<u>FED</u>	<u>Facilities Development Plans and Specifications</u>
<u>FEDR</u>	<u>Government Involvement in Planning</u>
<u>FEDA</u>	<u>Site Plans and Specifications</u>
<u>FEDC</u>	<u>Materials and Equipment Specifications</u>
<u>FEE</u>	<u>Site Acquisition Procedure</u>
<u>FEF</u>	<u>Payment Procedures</u>
<u>FEG</u>	<u>Construction Contracts Bidding and Awards</u>
<u>FEGR</u>	<u>Procedures for the Opening of Bids</u>
<u>FEGB</u>	<u>Contractor's Affidavits and Guarantees</u>
<u>FEH</u>	<u>Project Administration and Supervision</u>
<u>FEHR</u>	<u>Clerk Of The Works Responsibilities</u>
<u>FEJ</u>	<u>Construction Project Records and Reports</u>
<u>FF</u>	<u>Naming New Facilities</u>
<u>FFB</u>	<u>Names on Building Plaques</u>
<u>FG</u>	<u>Board Inspection and Acceptance</u>
<u>FI</u>	<u>Public Dedication of New Facilities</u>

FACILITIES DEVELOPMENT GOALS

As the Board seeks to overcome deficiencies in its physical plant, it will strive to provide new and remodeled facilities that will offer the best possible physical environment for learning and teaching. The Board specifically recognizes the need and importance of regular and substantial capital maintenance, renovation, improvement and expansion consistent with realistic financial constraints.

The Board aims specifically toward:

1. Facilities that will accommodate organizational and instructional patterns that support the district's educational philosophy and instructional goals.
2. Meeting all safety requirements through the remodeling of older structures.
3. Providing building renovations to meet requirements on the availability of public school facilities to handicapped persons.
4. Building design, construction and renovations that will lend themselves to low maintenance costs and the conservation of energy.

Decisions pertaining to educational specifications of new buildings and those undergoing extensive remodeling will be developed only after the viewpoints of teachers, students, and community members have been sought.

Some deficiencies that do not meet State Standards or regulations may have to be dealt with. The deficiencies may require that state agencies be asked to provide adequate time for the raising of revenues to correct these problems.

ADOPTED: Bath School District – March 12, 2009
Haverhill Cooperative School District – March 19, 2009
Piermont School District – March 17, 2009
Warren School District – May 12, 2009
SAU School District – April 2, 2009

FACILITIES PLANNING

For every school system a long-range plan of plant expansion and renovation is necessary. The Board should seek the advice of the Administration, staff, professional consultants and community members when assessing future needs of the community's schools. Long-range planning of facility expansion or closure can only be effective when it is combined with a thorough and accurate program of assessment.

The Board views major building construction and renovation as a community project. Therefore, the formation of a Citizen Advisory Building Committee is seen essential for a greater degree of opinion gathering in such an effort.

ADOPTED: Bath School District – March 12, 2009
Haverhill Cooperative School District – March 19, 2009
Piermont School District – March 17, 2009
Warren School District – May 12, 2009
SAU School District – April 2, 2009

ENROLLMENT PROJECTIONS

Enrollment projections will be prepared on a 5year basis under the direction of the Superintendent and will be reviewed annually.

The projections will take into consideration the following:

1. Figures from the latest school census
2. School registration figures
3. Review of forthcoming changes in town planning and zoning
4. Review of current and planned community land development and housing.

Whenever construction of new school facilities or the closing of any school buildings is being contemplated, the Board may authorize outside studies made of population trends and school enrollment.

ADOPTED: Bath School District – March 12, 2009
Haverhill Cooperative School District – March 19, 2009
Piermont School District – March 17, 2009
Warren School District – May 12, 2009
SAU School District – April 2, 2009

RETIREMENT OF FACILITIES

A school will be considered for a comprehensive closing study if any of the following conditions apply:

1. The school building is inadequate by virtue of age, condition, size of site, or other overriding limitations and cannot reasonably and economically be brought up to the current educational standards.
2. The school has been substantially under capacity for a two year period and is projected to remain so. "Substantially under capacity" is the difference between program capacity and student membership such that the students in that grouping could be housed in one school less. (Instructional programs drawing the majority of students from outside of the regular boundary area of the group of schools will not be considered for this purpose.)

Although use for local community students will be the primary function of a school, unusual circumstances may prevail which will require alternate use of a particular location or building. A closing study of such a school may be authorized by the Board.

A closing study will include direct involvement by those communities considered in the study and will be concerned with the following factors:

1. Review of the indepth demographic studies and grouping, and consideration of alternatives.
2. Age and current physical condition of the building, its operating systems and program facilities.
3. Adequacy of site, location, access, surrounding development, traffic patterns, and other environmental conditions.
4. Reassignment of children, including alternative plans, according to Board policy.
5. Transportation factors including numbers of children bused, time, distance, and safety.
6. Alternate uses of the building.
7. Costs/savings
 - a. Personnel
 - b. Plant operation
 - c. Transportation
 - d. Capital investment
 - e. Alternate use
8. Continuity of instructional and community programs.

ADOPTED: Bath School District – March 12, 2009
 Haverhill Cooperative School District – March 19, 2009
 Piermont School District – March 17, 2009
 Warren School District – May 12, 2009
 SAU School District – April 2, 2009

TEMPORARY SCHOOL FACILITIES

The Board shall, when necessary, lease or rent facilities to meet expansion needs caused by overcrowded conditions. The Board will, before entering into any agreement, investigate other possibilities to ascertain that this is the most desirable policy.

The Board may enter into agreements as it deems necessary.

ADOPTED: Bath School District – March 12, 2009
Haverhill Cooperative School District – March 19, 2009
Piermont School District – March 17, 2009
Warren School District – May 12, 2009
SAU School District – April 2, 2009

NEGOTIATING THE ISSUE OF BONDS

The School Board is the body authorized to negotiate the sale of bonds for the School District.

Recognizing that legal assistance is necessary in planning and administering the bond program, it is the policy of the School Board to obtain the services of an attorney to help in meeting all state and local requirements, to retain a bond attorney to help to advise the counsel, and to approve the legality of the issue to assure its favorable reception by major bond buyers.

ADOPTED:

Bath School District – March 12, 2009
Benton School District – April 15, 2009
Haverhill Cooperative School District – March 19, 2009
Piermont School District – March 17, 2009
Warren School District – May 12, 2009
SAU School District – April 2, 2009

CAPITAL RESERVE FUNDS

According to state statutes, school districts are authorized by the voters to establish reserve funds for the construction, reconstruction, or acquisition of a specific capital improvement or specific items of equipment or unanticipated special education costs. By this method certain funds are set aside on a regular basis for future capital improvements or unanticipated special education expenses.

Legal References:

RSA 35:B Capital Reserve Funds – School Districts
RSA 35 Capital Reserve Funds

ADOPTED:

Bath School District – March 12, 2009
Benton School District – April 15, 2009
Haverhill Cooperative School District – March 19, 2009
Piermont School District – March 17, 2009
Warren School District – May 12, 2009
SAU School District – April 2, 2009

FACILITIES CONSTRUCTION

The Board may appoint a Citizens Advisory Building Committee. The Citizens Advisory Building Committee should be given time to develop or plan for organization. The Board, the Citizens Advisory Building Committee, the administrative personnel, along with faculty, staff and students, will decide the concept of the new school.

Once the Board has a clear concept of the type of building it feels will best fulfill the educational requirements, the Board will hire an architect and enter into the specific planning stage.

Changing educational needs require the planning, design, and construction of new educational facilities as well as to renovate or make additions to existing schools. The size, complexity, and potential cost for such a program require that the Superintendent develop a comprehensive plan in the following areas:

1. Educational program spatial requirements and assessment of the adequacy of existing facilities to accommodate present or proposed educational programs.
2. Cost/benefit considerations relating to facility modernization, renovation, or new construction.
3. An annual six-year capital improvements program showing population projections, new capital projects needed, and associated costs.
4. Community use of schools and school-related facilities accommodation.
5. In the annual report the Superintendent will include projects begun and/or completed which were approved by the State Board of Education and consistent with state law.

ADOPTED:

Bath School District – March 12, 2009
Benton School District – April 15, 2009
Haverhill Cooperative School District – March 19, 2009
Piermont School District – March 17, 2009
Warren School District – May 12, 2009
SAU School District – April 2, 2009

EDUCATIONAL SPECIFICATIONS FOR CONSTRUCTION

The Board shall require the Superintendent to develop a set of comprehensive educational specifications for the architect for any new construction or for the expansion of any existing building(s). These specifications, which shall then be discussed in conferences with the architect, shall include:

1. Information concerning the plan of school organization and estimated enrollment in the proposed building.
2. A description of the proposed curriculum and the teaching methods and techniques to be employed.
3. A schedule of space requirements, including an indication of relative locations of various spaces.
4. A desired layout of special areas and the equipment needed for such areas.
5. An outline of mechanical features and special finishes desired.

CHANGE ORDERS

A change order is written authorization for making a change in the original drawings, specifications, and contract documents. There are two reasons why the Board would authorize a change order:

1. The Board desires a change in the original conditions of work and requests the contractor, through the architect, to give a quotation on the change.
2. The contractor may ask for a change due to extra work that might result from conditions not known at the time of bidding.

In either instance the architect shall obtain the necessary quotation for the additional work or for allowance of work not done. The necessary forms are completed by the architect and signed by both the Board or its representative and the contractor. There should be no deviation from the original specifications of the job without a signed change order.

Verbal authorization for change in the work specifications should not be accepted by the Board, its representative, the architect, the contractor, or his/her representative.

ADOPTED: Bath School District – March 12, 2009
Benton School District – April 15, 2009
Haverhill Cooperative School District – March 19, 2009
Piermont School District – March 17, 2009
Warren School District – May 12, 2009
SAU School District – April 2, 2009

SELECTION OF ARCHITECT

It is a policy of the State Board of Education that a registered architect must be employed to design the plans of the proposed building to make the project eligible for state building aid. According to statute a person must be a registered architect in order to practice in New Hampshire. The architect contributes to the building program as follows:

1. Advice and assistance in the selection of a site.
2. Assistance in determining the physical requirements of the project and developing preliminary budgets.
3. Preparation of preliminary sketches and studies incorporating educational specifications
4. After thorough review, preparation of detailed drawings, plans, specifications, and contracts for the project, to be in full accord with all local, state, and federal laws and regulations.
5. Assistance in obtaining approval by: the State Department of Education for building aid, Fire Marshal, water supply and pollution control, and all other governmental agencies as required.
6. Preparation of necessary forms and information to advertise the project for bid, assistance in bid opening, advice to the committee on awarding the contract.
7. Supervision and administration of the construction phase of the project.
8. Certification of payments to the contractor, advice as to final acceptance of the building.
9. Authoritative, professional presentation of the building program to the public, especially with regard to costs and details of construction.

Legal References:

RSA 310-A, Professional Engineers, Architects, Land Surveyors, etc.

ADOPTED: Bath School District – March 12, 2009
Benton School District – April 15, 2009
Haverhill Cooperative School District – March 19, 2009
Piermont School District – March 17, 2009
Warren School District – May 12, 2009
SAU School District – April 2, 2009

FACILITIES DEVELOPMENT PLANS AND SPECIFICATIONS

A building program falls into three phrases: planning, design, and construction. It is the policy of the Board that educational specifications should be drawn up early in the first phase so that all later steps can be coordinated to fulfill the primary purpose, which is to provide a better learning environment. The educational specifications should state the problem in a concisely written statement of the instructional program to be offered in the new school plant. The architectural plan and the actual building represent the solution to the problem as stated. In order to serve their purpose, the educational specification must state the philosophy and objectives for learning and teaching the methods to be used to implement these goals, and the tangible requirements of space, equipment, and furniture needed to carry out the program.

ADOPTED: Bath School District – March 12, 2009
Benton School District – April 15, 2009
Haverhill Cooperative School District – March 19, 2009
Piermont School District – March 17, 2009
Warren School District – May 12, 2009
SAU School District – April 2, 2009

GOVERNMENT INVOLVEMENT IN PLANNING

Certain legal procedures must be followed if the building project is to be eligible for building aid. It is the policy of the Board that no opportunity should be ignored for obtaining state government in planning. Listed below are the major agencies, state and local, designated by statute or regulation to see that building plans and specifications meet the requirements for approval:

1. STATE BOARD OF EDUCATION

- a. Approves plans and specifications of building projects to qualify for building aid. RSA 198:15a through h.
- b. Plans and specifications must meet provisions of RSA 155A: "Construction of schools which have more than one hundred occupants will conform to the National Building Code."
- c. Enforces provisions of RSA 155:8a: "Making Buildings accessible to, and Usable by, the Physically Handicapped."

2. NEW HAMPSHIRE WATER SUPPLY AND POLLUTION CONTROL COMMISSION

Two of the most important factors to be considered in selection of a school site are the availability of a water supply and means of sewage disposal. The New Hampshire Water Supply and Pollution Control Commission is responsible for enforcing the statutes relating to these areas. The following guidelines should be used by the committee and/or architect:

- a. School sites, when possible, should be located where a public sewage disposal system is available.
- b. If a public sewage system is not accessible to a school site, THE COMMISSION SHOULD BE CONTACTED AS SOON AS POSSIBLE, PARTICULARLY BEFORE THE SITE IS SELECTED.
- c. As provided under statutes RSA 148:25 and 149E, plans for any proposed new system must be submitted to the Water Supply and Pollution Control Commission for review and approval at least thirty days before construction is started.
- d. All plans submitted for review must have been prepared by an engineer registered to practice in the State of New Hampshire.

All details of a water supply system, unless a municipal system is available must be approved by the Commission.

3. DEPARTMENT OF SAFETY (State Fire Marshal)

Each set of drawings for building projects shall be submitted to the Division of Safety Services for review and approval. If they meet the requirements, the State Fire Marshal will forward a certificate of approval to the State Department of Education. The Division of Safety Services should be consulted with regard to the following laws and regulations:

1. Standards relating to fire escapes and fire exits.
2. Safety in Life in Places of Assembly (Coconut Grove Law).
3. Installation of power oil burner equipment.

4. DIVISION OF PUBLIC HEALTH

The Division of Public Health publishes a code for sanitary food conditions and, in conjunction with the Department of Education, sets standards for sanitary conditions in school buildings.

5. BOARD OF REGISTRATION FOR ARCHITECTS

By statute one must be registered to practice architecture in the State of New Hampshire. Also, by policy of the State Board of Education, all building plans and specifications must bear the stamp of a New Hampshire registered architect if the project is to qualify for building aid.

6. DEPARTMENT OF LABOR

The Department of labor enforces statutory requirements regarding working conditions, conditions of employment, and the establishment of minimum wage rates for public buildings including schools.

In addition, the Department oversees installation and inspection of boilers and elevators.

7. DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

In certain cases the Department of Public Works and Highways should be consulted regarding roads leading to and from the site as well as drainage of surface water from the area.

8. NEW HAMPSHIRE BOARD OF UNDERWRITERS

School boards, building committees and architects should confer with the New Hampshire Board of Underwriters on matters pertaining to the design of a building, materials to be used, and safety factors, especially with regard to making a structure fire resistant. All of these factors influence the insurance program of the School District.

9. LOCAL AGENCIES

It is imperative to involve the local fire chief in all aspects of planning, and the architect should confer regularly with that agency. Zoning ordinances and appropriate building permits as well as road and driveway permits must also be properly followed and obtained.

10. FEDERAL AGENCIES

Building projects must conform to all federal regulations. It is particularly important that new construction contain no hazardous products such as asbestos or lead paint. Environmental Protection Agency regulations for removal of asbestos during reconstruction or renovation projects must be observed. Federal aid for removal of asbestos should be sought if the project qualifies for grants and/or loans.

Occupational Safety and Health Act (OSHA) regulations must be observed throughout the project.

It is also important that other agencies such as the Federal Aviation Agency (FAA) be consulted when appropriate.

ADOPTED: Bath School District – March 12, 2009
 Benton School District – April 15, 2009
 Haverhill Cooperative School District – March 19, 2009
 Piermont School District – March 17, 2009
 Warren School District – May 12, 2009
 SAU School District – April 2, 2009

SITE PLANS AND SPECIFICATIONS

The site must be large enough to meet immediate needs, such as present enrollment, the planned educational program, and parking spaces; there should also be sufficient land for expansion. To determine this last factor, accurate enrollment projections should be made. In order to meet the requirements for building aid, the site must be large enough to accommodate the projected enrollment for the district. Other site considerations are the size of the building, landscaping around the building, roadways, parking and service areas, playgrounds or athletic fields (including possible provision for interscholastic athletics).

As determined by the New Hampshire State Department of Education THE FOLLOWING WILL BE THE MINIMUM SITE SIZE APPROVABLE FOR BUILDING AID FOR NEW CONSTRUCTION:

ELEMENTARY SCHOOL:	FIVE ACRES OF USABLE LAND, PLUS ONE ADDITIONAL ACRE FOR EACH 100 PUPILS TO BE IN ATTENDANCE AT THE SCHOOL.
MIDDLE SCHOOL OR JUNIOR HIGH:	TEN ACRES OF USABLE LAND, PLUS ONE ADDITIONAL ACRE FOR EACH 100 PUPILS TO BE IN ATTENDANCE AT THE SCHOOL.
SENIOR HIGH SCHOOL:	FIFTEEN ACRES OF USABLE LAND, PLUS ONE ADDITIONAL ACRE FOR EACH 100 PUPILS TO BE IN ATTENDANCE AT THE SCHOOL.

Legal References:

Dept. of Education Rule 321, School Building Construction

ADOPTED: Bath School District – March 12, 2009
Benton School District – April 15, 2009
Haverhill Cooperative School District – March 19, 2009
Piermont School District – March 17, 2009
Warren School District – May 12, 2009
SAU School District – April 2, 2009

MATERIALS AND EQUIPMENT SPECIFICATIONS

The Board shall instruct its architect and/or construction manager/ contractor to ensure the use of the best possible materials and equipment within the ability of the established bond. Safety and health considerations will take precedence over financial considerations. Essential equipment shall be purchased first, and other equipment shall be purchased on a priority basis.

When deemed appropriate, the Board shall hire independent testing firms to establish quality limits during construction. All test reports shall be filed with other construction documents for future reference.

Building specifications shall follow all rules and regulations established by local, state and federal agencies as they apply.

Equipment shall be purchased according to need with the expertise of the teacher(s) using the equipment as background. All equipment shall meet all specifications established by local, state and federal agencies.

ADOPTED:

Bath School District – March 12, 2009
Benton School District – April 15, 2009
Haverhill Cooperative School District – March 19, 2009
Piermont School District – March 17, 2009
Warren School District – May 12, 2009
SAU School District – April 2, 2009

SITE ACQUISITION PROCEDURES

It shall be the policy of the Board, in the acquisition of necessary school sites, that:

1. Sites should be chosen in advance, using the advice of the architect and/or contract manager.
2. The acquisition of such sites shall be in conformance to the long-range building program of the district, and that such sites meet the approval of the State Board of Education, and any and all regulatory commissions, bodies or agencies at the local, state and federal levels.
3. Every effort will be made to purchase the sites by negotiation with a willing seller at a fair and reasonable price.
4. If a realtor is retained for the purpose of carrying on negotiations for purchase of a school site with an owner or owners, and that negotiation is successful, payment for services rendered shall be based upon prior negotiated rates.
5. If it becomes obvious to the Board that negotiations for the purchase of a site will not be successful and every effort has been exhausted to achieve acceptable purchase terms, the right of eminent domain may be employed to provide the needed school site. Authorization for payment for services rendered by a realtor in case of condemnation proceedings will be adjusted on the basis of two thirds of the above stated fee schedule, based upon the purchase price awarded by the court.
6. If negotiations for the acquisition of a school site are dropped, no payment will be made for services rendered by the realtor who conducted said negotiations.

Legal References:

RSA 31:92
RSA 195:16-b
RSA 498-A
RSA 199:1-3

ADOPTED: Bath School District – March 12, 2009
Benton School District – April 15, 2009
Haverhill Cooperative School District – March 19, 2009
Piermont School District – March 17, 2009
Warren School District – May 12, 2009

PAYMENT PROCEDURES

It is the policy of the Board that the contract manager/contractor shall present to the architect on a prearranged schedule, for his/her certification, a detailed statement of the value of the work performed by him/her since the previous billing. Detailed statements accompanied by invoices of all materials delivered and properly stored at the site shall be a part of this statement. The architect shall issue his/her certification for 90% of the value of the work and materials.

The remaining 10% of the monies shall be held as retainage. Payment of retainage shall be negotiated prior to contract signing. A negotiated percentage of the retainage shall be withheld until final acceptance of the project by the school board and the architect.

ADOPTED:

Bath School District – March 12, 2009
Benton School District – April 15, 2009
Haverhill Cooperative School District – March 19, 2009
Piermont School District – March 17, 2009
Warren School District – May 12, 2009
SAU School District – April 2, 2009

CONSTRUCTION CONTRACTS BIDDING AND AWARDS

There are at least three major options available to the Board relating to the bidding and awarding of contracts:

1. The traditional bidding and interviewing architectural firms with a resulting sub-bidding of construction contracts through the architect;
2. The hiring, through the interview process, of a contract management firm and the resulting sub-bidding of contracts through the contract manager;
3. The hiring, through the interview process, of a design/build firm with an established bid price included.

Process one and two above include sub-bidders. Sub-bidders will be issued schematic drawings and a specification book providing them with the information necessary to complete a request for proposal document designed by the architect and/or the contract manager.

Bids, either mailed or faxed, shall be received by the Board or its designee at a specified place and time to be eligible.

The Board shall reserve the right to inspect all bids and to accept or reject any or all bids for a project. Although low bids will be given first consideration, the ability to provide references, bonding and/or other required documentation will be used to determine the final selection of the bidder.

ADOPTED:

Bath School District – March 12, 2009
Benton School District – April 15, 2009
Haverhill Cooperative School District – March 19, 2009
Piermont School District – March 17, 2009
Warren School District – May 12, 2009
SAU School District – April 2, 2009

PROCEDURES FOR THE OPENING OF BIDS

1. Rules for bids:

The Board or its designee to whom the bids are addressed shall cite the time and place designated on the bid forms for the opening of bids, and shall, at such time and place, open the bids and publicly read them aloud.

1. No bid shall be withdrawn after the scheduled closing time for receipt thereof;
2. Any bid received after the bidding has closed shall be returned to the bidder unopened;
3. Any bidder may withdraw his/her bid at any time prior to the scheduled closing time for receipt of bid.

2. Public Reading of Bids:

At the time and place set for the opening and reading of bids each and every bid received prior to the scheduled closing time for receipt of bids shall be publicly opened and read aloud, by the Board's representative, irrespective of any irregularities or informalities in such bids. The public reading of each bid shall include at least the following:

1. Name and address of bidder.
2. For lump sum contracts, the lump sum base bid and the bid for each alternate;
3. For unit price contracts, the unit price for each item and the total, if stated; and
4. The nature and the amount of security furnished with the bid, if requested.

3. Recording of Irregularities:

If any bid or security furnished therewith is irregular, or informal, the facts must be noted and publicly announced at the time of the reading.

4. Only one Bid:

In cases where only one bid is received, such bid shall be publicly opened and read aloud in the usual manner.

5. All bid prices must be submitted on forms provided or approved by the Board.

6. All quotations must be f.o.b. Woodsville, New Hampshire unless otherwise stated.

7. Bids must be for the article or articles specified unless the words "or equivalent" are inserted. Where substitutions "or equivalent" articles are permitted and offered, samples of such substitutions "or equivalent" articles must be submitted with the bids when requested.

8. Samples, when required, must be marked with the name of vendor and the unit price specifically stated; and samples must be delivered free of charge; and those carelessly soiled in process or spoiled by examination or tests will not be paid for by the Board.
9. The Board reserves the right to reject any and all bids and any parts thereof.

ADOPTED: Bath School District – March 12, 2009
Benton School District – April 15, 2009
Haverhill Cooperative School District – March 19, 2009
Piermont School District – March 17, 2009
Warren School District – May 12, 2009
SAU School District – April 2, 2009

CONTRACTORS AFFIDAVITS AND GUARANTEES

Unless waived by a vote of the Board it is the policy of the Board that each bid must be accompanied with cash, with treasurer's check or with a Bid Bond, duly executed by the bidder as principal, having a surety thereon a security company authorized to do business in the State of New Hampshire in an amount not less than 5% of the amount of the total contract sum as entered in the proposal form.

The person or persons to whom the contract may be awarded will, if so notified within 30 days after the date of the receipt of bids, be required to appear with the securities offered by them or him/her and execute the contract within 5 days (not including Sunday) from the date of notification of such award, and in case of failure or neglect to do so, they, or he/she, will be considered as having abandoned it.

A performance and payment bond of 100% of the amount of the contract will be required unless waived by a vote of the board. The bond will be purchased from the bonding company with whom the Contractor is established if it meets the approval of the owner, otherwise from a bonding company acceptable to both the Board and the Contractor. The cost of the bond will be included within the bid price and so noted.

ADOPTED: Bath School District – March 12, 2009
Benton School District – April 15, 2009
Haverhill Cooperative School District – March 19, 2009
Piermont School District – March 17, 2009
Warren School District – May 12, 2009
SAU School District – April 2, 2009

PROJECT ADMINISTRATION AND SUPERVISION

It is the policy of the Board, and part of their contract with the architect, that the general supervision of the work is the responsibility of the architect who shall by reports and records keep the Board informed of the progress of the work. The architect shall try to guard his/her client against defects and deficiencies in the work of the contractors, but it is understood that he/she does not guarantee their contracts.

The general supervision of the architect is to be distinguished from the continuous onsite inspection of the clerk of the works or the contract manager. When authorized by the Board, a clerk of the works acceptable to both the Board and the architect shall be engaged by the architect or the board at a salary satisfactory to the Board and paid by the Board.

Legal References:

RSA 199:3,4,4a

ADOPTED: Bath School District – March 12, 2009
Benton School District – April 15, 2009
Haverhill Cooperative School District – March 19, 2009
Piermont School District – March 17, 2009
Warren School District – May 12, 2009
SAU School District – April 2, 2009

CLERK OF THE WORKS RESPONSIBILITIES

The Clerk Of The Works shall have the following duties:

1. He/She shall be directly responsible to the architect and/or the board.
2. He/She shall serve as liaison between the architects and the contractors to the school district.
3. He/She shall have the following duties and responsibilities:
 - a. Coordination and review of the plans, working drawings, and specifications for new construction and for renovations.
 - b. Daily review of new construction in the field.
 - c. Preparation of progress reports on construction.
 - d. Planning, coordinating, and inspecting the installation of new fixed equipment.
 - e. Updating all plans and specifications.
 - f. Participate in the project site job meetings of contractors and architects to review and expedite construction.
 - g. Protection for the District, with the assistance of the architect, of adherence to the specifications within the contract.
 - h. Coordination of independent testing.
4. He/she shall assume any other duties as may from time to time be delegated by the architect or the board. Furthermore the architect or the board shall make any adjustments in the scope of responsibilities as outlined above which will be in the best interests of the District.

ADOPTED:

Bath School District – March 12, 2009
Benton School District – April 15, 2009
Haverhill Cooperative School District – March 19, 2009
Piermont School District – March 17, 2009
Warren School District – May 12, 2009
SAU School District – April 2, 2009

CONSTRUCTION PROJECT RECORDS AND REPORTS

It is the responsibility of the architect and the contract manager/contractor to keep complete records covering the progress of the work, all bills, invoices, etc. The architect and the contract manager/contractor shall, through these records and by reports, keep the Board informed of the status of the project.

ADOPTED: Bath School District – March 12, 2009
Benton School District – April 15, 2009
Haverhill Cooperative School District – March 19, 2009
Piermont School District – March 17, 2009
Warren School District – May 12, 2009
SAU School District – April 2, 2009

NAMING NEW FACILITIES

The Board is responsible for naming new facilities. The board may solicit input from students, staff, administrators and citizens prior to naming the new facility.

ADOPTED:

Bath School District – March 12, 2009
Benton School District – April 15, 2009
Haverhill Cooperative School District – March 19, 2009
Piermont School District – March 17, 2009
Warren School District – May 12, 2009
SAU School District – April 2, 2009

NAMES ON BUILDING PLAQUES

It is the policy of the Board that there shall be a plaque displayed in a prominent location in each new building bearing the name of the building.

Also, there shall be displayed prominently a plaque bearing the names of the School Board members, the Building Committee, the Superintendent(s) of Schools, the Principal(s), the Architect and the Contract Manager who were connected with the construction of the new building.

ADOPTED:

- Bath School District – March 12, 2009
- Benton School District – April 15, 2009
- Haverhill Cooperative School District – March 19, 2009
- Piermont School District – March 17, 2009
- Warren School District – May 12, 2009
- SAU School District – April 2, 2009

BOARD INSPECTION AND ACCEPTANCE

The contract manager/contractor shall notify the architect when he/she is ready for the project to be inspected, and at the earliest possible date the Board, and its representatives, shall conduct an inspection of the project. The Board, with the advice of the Architect and the Superintendent of Schools or his/her designee shall prepare a list of items which need correction or which are not completed to their satisfaction.

This list will be given to the contractor/contract manager, and the Board shall not accept the project until everything on their list has been corrected or completed to their satisfaction.

ADOPTED: Bath School District – March 12, 2009
 Benton School District – April 15, 2009
 Haverhill Cooperative School District – March 19, 2009
 Piermont School District – March 17, 2009
 Warren School District – May 12, 2009
 SAU School District – April 2, 2009

PUBLIC DEDICATION OF NEW FACILITIES

It is the policy of the Board that there shall be a public dedication of each new school building or addition. The Board, with the Superintendent of Schools, or his/her designee shall plan a proper ceremony. The dedication will be presided over by the chairperson of the Board or his/her designee.

The Architect, the Contract Manager/Contractor, the School Board, the Superintendent of Schools and the Building Committee shall be among the guests of honor. Invitees should also include local representatives to State Government, members of the Department of Education, former Superintendents, Principals and others who should be recognized for their contributions to the school.

ADOPTED: Bath School District – March 12, 2009
 Benton School District – April 15, 2009
 Haverhill Cooperative School District – March 19, 2009
 Piermont School District – March 17, 2009
 Warren School District – May 12, 2009
 SAU School District – April 2, 2009