



Section Six: School District Facilities

“Together We Learn”

615R – EDUCATIONAL FACILITIES: USE AND MANAGEMENT (REGULATIONS)

1. Project Architect

For projects requiring the services of an architect, a project architect will be recommended to the Planning and Facilities Committee by the Superintendent of Schools, or designate, and approved by the Board of Education. The project architect shall provide professional architectural services as directed by the Superintendent or designate.

2. Design Team

All building projects will be planned by a design team who will advise the project architect on the needs of the district. The team will evaluate how well the design meets those needs, and will recommend the concept plan and working drawings to the Planning and Facilities Committee of the Board. The design team shall consist of district staff and the project architect, and others (as determined by the Superintendent or designate).

3. Tendering

- 3.1 For Board-managed projects, three tendering options shall be used as appropriate:
 - 3.1.1 open, competitive, lump sum, fixed price tenders;
 - 3.1.2 open, competitive, fixed unit rate price tenders;
 - 3.1.3 construction management services used to procure construction by calls for proposals/tenders from the community.
- 3.2 All tendering procedures must ensure that the financial and legal responsibilities of the Board are diligently exercised and conform to the mandated requirements of the Ministry of Finance, the Ministry of Education, or other jurisdiction with authority.
- 3.3 Staff may modify the open tendering policy for projects that require specific qualifications of eligible contractors, thus pre-qualifying contractors before issuing an invitation for tenders. Such modifications must conform to the requirements of the Ministry of Finance, Ministry of Education or other jurisdiction having authority.



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- 3.4 Staff may establish appropriate post-tender qualifications with respect to issues crucial to the proper execution of a contract. Such qualifications must conform to the mandated requirements of the Ministry of Finance, Ministry of Education and other jurisdiction with authority.

4. Award of Contract

- 4.1 When tendered, a building contract shall only be awarded to the lowest qualified bidder.
- 4.2 Architect contracts on major capital projects over \$1.5 million shall be brought to the Board for approval.

5. Construction

All building projects must be constructed in accordance with the tender documents, (which may be modified by authorized changes), and within the approved capital budget. Any significant changes to the project, after the building contract has been awarded, shall be considered by the project design team and must be approved by the Superintendent or designate.

6. Completion

School building projects shall not be available for permanent school use until all requisite inspections and commissioning activities are complete, and staff have recommended occupancy to the Superintendent or designate for his/her authorization, if appropriate.

7. Post-Occupancy Review

The project design team shall carry out a post-occupancy review of each completed building project within one year of substantial completion. The objective will be to assess how well the project meets the educational and operational needs of the district.

Date Agreed: November 22, 2000

Date Reviewed/Amended: November 13, 2002

Date Amended: April 13, 2005; November 26, 2014

Related Documents: Ministry of Finance/
Education Requirements

615R - Educational Facilities: Use and Management (Regulations)

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