

## **New Project Planning**

### **ARCHITECT SELECTION<sup>1</sup>**

1. Appointed by the Board for each specific project.
2. Service
  - a. Design and complete working drawings and provide as-was construction drawings.
  - b. Supervise construction as outlined in Standard A1A Contract.
3. Fees shall not exceed five percent (5%).
4. Contract as agreed to by the Board.

### **ENGINEER SELECTION<sup>1</sup>**

Engineer shall be selected by the architectural firm.

### **SITE SELECTION**

1. As a result of consideration of population center, transportation routes, accessibility to utilities.
2. Land acquired not to be less than eighty percent (80%) usable.

### **EQUIPMENT AND FURNITURE SELECTION**

1. By special committee.
2. Purchasing by bid letting.
3. Installation by the seller.

### **FINANCIAL METHODS**

1. Bond indebtedness/limitations as established by the Quarterly Court.
2. Issuance of Bonds
  - a. By county financial advisory when approved by initial resolution and bond resolution.
  - b. Length of term as established by County Commission.
  - c. Sale of bonds as advised by financial consultant.

3. Temporary investment shall be determined by the director of schools, chairman of board, and county executive.
4. Short-term borrowing shall be provided by the County Commission with the county executive acting as borrower.

#### **TAX LEVIES**

As determined by the County Commission.

#### **DETERMINATION OF COST**

1. Preliminary estimates.
2. Periodic computations during construction.
3. Final computation upon construction completion.

#### **PAYMENT TO CONTRACTOR**

1. Periodic, as recommended to the Board by the architect.
2. Adjustments and corrections, as recommended to the Board by the architect.
3. Final
  - a. After completion of punch list.
  - b. Copies of working drawings given to board members.
  - c. Copies of hardware schedule given to board members.

#### **FUNDING**

1. Board will determine need.
2. Board will appear before Finance Committee of County Commission to discuss the need.
3. After the need is substantiated by the manager of finance, the Board shall proceed by selecting an architect to plan the particular project and have bids opened as to the cost.
4. Following the opening of bids, the Board will then request this sum of money from the commission.