

MANCHESTER CITY SCHOOLS

Policy Manual

Descriptor Code: 3.211 New Project Planning
Issued Date: 03/14/11
Rescinds: 3.211 New Project Planning
Rescind Date: 06/10/02
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ARCHITECT SELECTION¹

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

ENGINEER SELECTION¹

Engineer shall be selected by the architectural firm.

SITE SELECTION

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

EQUIPMENT AND FURNITURE SELECTION

- By special committee.
- Purchasing by bid letting.
- Installation by the seller.

FINANCIAL METHODS

- Bond indebtedness/limitation as established by Board of Mayor and Aldermen.
- Issuance of Bonds
 - By city financial advisory when approved by initial resolution and bond resolution.
 - Length of term as established by the Board of Mayor and Aldermen.
 - Sale of bonds as advised by financial consultant.
 - Temporary investment shall be determined by the director of schools, chairman of board, and City Finance Director.
 - Short-term borrowing shall be provided by the Board of Mayor and Aldermen with the City Finance Director acting a borrower.

TAX LEVIES

As determined by the Board of Mayor and Aldermen.

DETERMINATION OF COST

- Preliminary estimates.
- Periodic computations during construction.
- Final computation upon construction completion.

PAYMENT TO CONTRACTOR

- Periodic, as recommended to the Board by the architect.
- Adjustment and corrections, as recommended to the Board by the architect.
- Final
 - After completion of punch list.
 - Copies of working drawings given to board members.
 - Copies of hardware schedule given to board members.

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FUNDING

- Board will determine need.
- Board will appear before City Finance Committee to discuss the need.
- After the need is substantiated by the Board of Mayor and Aldermen, the Board shall proceed by selecting an architect to plan the particular project and have bids opened as to the cost.
- Following the opening of bids, the Board will then request this sum of money from the City Finance Committee.

Legal References

1. [TCA 62-2-107](#)

Cross References