**MINERAL POINT UNIFIED SCHOOL DISTRICT POLICY 910**



**FACILITY DEVELOPMENT GOALS**

The School District of Mineral Point shall utilize the latest and best information and ideas regarding educational facilities in the District. With a view to achieving the District’s central purpose of quality education, also acting with fiscal responsibility, the district shall strive for the most economical long-range construction which adequately meets requirements of quality education, safety, durability, maintenance, insurance, and flexibility.

The Board of Education establishes these broad goals for facility development:

1. To integrate facilities planning with other aspects of planning in a  
 comprehensive program of education problem solving.

2. To base educational specifications for school buildings on identifiable learner  
 needs.

3. To design for sufficient flexibility in order to permit program modification or  
 the installation of new programs.

4. To design school buildings as economical as possible, including a futuristic  
 perspective, provided that learner needs are effectively and adequately met by  
 design.

5. To involve the community, district staff and available experts in the facilities  
 planning process and take advantage of the latest development and research  
 in building plans and specifications.

6. To design school buildings for maximum potentiality for community use.

Approved: June 2002



**MINERAL POINT UNIFIED SCHOOL DISTRICT POLICY 911**

**PROJECT ADMINISTRATION**

In the interests of conducting and drawing out the building project to its conclusion, it is important and necessary that a full and complete understanding of roles and responsibilities of all individuals and personnel be specified and followed. Prior to the start of the project, the Board shall set up the supervisory and administrative structure of the total project. Throughout the duration of the project, the Board shall see that the responsibilities of all concerned are carried out in accord with the   
pre-established supervisory-administrative structure.

Adopted: October 1975  
 Revised: September 1986  
 Reviewed: June 2002



**MINERAL POINT UNIFIED SCHOOL DISTRICT POLICY 920**

**FACILITIES PLANNING**

The Board is cognizant of its responsibility to the electorate and children in this school district to provide an effective educational program. Necessary in carrying out this responsibility is the need for adequate and modern physical facilities to enable staff to do a good job.

It is the goal of the Board of Education to maintain a continuous, ongoing program of facility improvement, maintenance, and expansion to meet the continuing expectations and demands of education, the community, and society in general.

The Board realizes that to provide adequate facilities for the total educational program requires planning for the present, the immediate future and the distant future, based on existing and future anticipated needs. To accomplish this, the Board shall devise a long-range facilities need plan which shall form the basis for continuously providing modern and up-to-date physical facilities.

When the Board decides to proceed with the building project as part of the district’s Long-Range Facilities Need Plan, the project planning shall involve individuals or organizations and agencies that can contribute to the effectiveness and success of the project. In addition to professional district staff, this may include: professional consultants, architects, school attorney, members of and organizations in the community, and various local, state and federal governmental agencies.

The School District shall not discriminate in the planning of facilities on the basis of sex, race, national origin, ancestry, religion, color, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.

Discrimination complaints shall be processed in accordance with established procedures.

**Policy 920 Continued:**

Legal Reference: Wisconsin Statutes 118.13  
 PI9.03 (1) of the Wis. Adm. Code

Cross Reference: 411-Rule, Discrimination Complaint Procedure

Adopted: October 1975  
 Revised: September 1986  
 September 1987  
 June 2002



**MINERAL POINT UNIFIED SCHOOL DISTRICT POLICY 931**

**FUNCTION OF ARCHITECT-ENGINEER**

Upon completion of the educational specifications, the Board shall employ a professional architect-engineer whose responsibility shall be to design and program all details of the project.

The architect-engineer shall advise the administration and Board on the phases of the program for which they have technical training and experience.

The architect-engineer shall perform other functions as follows:

1. He/she shall translate the educational program for which the facilities are needed, into building design and specifications.

2. He/she shall advise the Board on letting of contracts.

3. He/she shall supervise or direct the supervision of construction.

4. He/she shall recommend approval and acceptance of completed facilities.

5. They shall supplement his/her services, when necessary, with consulting specialists such as landscape architects, heating, ventilating, electrical, structural, and acoustical engineers.

The architect-engineer employed for the building project shall be responsible for drawing up preliminary and final plans and specifications for the total project with the counsel and approval of the Board. This shall include site development, construction and equipment. All such final plans and specifications shall be in full compliance with all local, state and federal building codes which are applicable to the project.

Legal References: Wisconsin Statutes 120.44 (2)  
 120.13 (9)

Adopted: October 1975  
 Revised: September 1986  
 June 2002

**MINERAL POINT UNIFIED SCHOOL DISTRICT POLICY 932**



**CONSTRUCTION CONTRACTS**

Either the school attorney or the architect-engineer shall prepare the contracts in accordance with policies of the Board of Education and the provisions as set forth in the plans and specifications. If the architect-engineer prepares the contract, it shall be received and approved by the school attorney prior to its being finally executed.

The contract shall be executed in triplicate along with copies of the performance and payment bond.

Adopted: October 1975  
 Revised: September 1986  
 June 2002



**MINERAL POINT UNIFIED SCHOOL DISTRICT POLICY 932.1**

**OBTAINING BIDS AND QUOTATIONS**

The Board is cognizant of its fiscal responsibility in the planning of any and all building projects. Vital to the project, is an accurate and realistic estimate of costs for the project. The Board, with the advice and counsel of the architect-engineer and professional district staff shall determine the estimated project cost which shall form the basis for the actual financing of the project.

The Board recognizes and accepts the fact that a competitive bidding procedure will usually result in the most financially advantageous results to the Board in all building projects. Accordingly, it shall be the general practice to seek competitive bids on all such projects.

All competitive bids shall be sought on the basis of detailed written job specifications as compiled by the school architect-engineer and shall be in conformity with the job specifications. The Board does reserve the right to accept bids that are a variance with the written job specifications if it is deemed to be in the best interests of the school district.

A detailed plan for bid-seeking shall be established that will include advertising and soliciting for bids to ensure as broad a response as possible.

All bids shall be in writing and properly sealed to be eligible for consideration by the Board. Also, written, sealed bids shall be received and in the hands of a delegated Board authority at or before the deadline time designated in the bid advertisements. No bids received after the deadline shall be accepted for consideration.

All written and sealed bids shall be opened at a public meeting at the time and place designated by the Board. Contractors are encouraged to be in attendance.

Only the Board has authority to approve change orders from the final plans and specifications. The Board may choose to authorize the District Administrator or building/grounds and transportation committee to tentatively authorize change orders during construction. However, the Board must take official approval action after the fact in such cases.

All change order requests shall be in writing stating the specific details of the proposed change, reasons for the change and effects on costs.

The total Board shall have the final authority to accept bids on a given building project. The Board is naturally desirous of getting the lowest bid possible for economic reasons. However, of even greater importance is the need to employ contractors who are responsible, reputable and experienced and who can produce a quality project for the district. The Board also feels that some special consideration should be given to local bidders on a job.

In considering all bids on a project, the Board will accept those bids which the Board feels are the best for the school district.

The contract for the successful bidder shall be deemed as having been awarded when the Board of Education has taken action at a regular or special meeting. The awardee shall receive formal notice of the awarding of the contract, as well as the architect.

Cross Reference: 932.2 Correcting Errors and Withdrawing Bids

Adopted: October 1975  
 Revised: September 1986  
 June 2002



**MINERAL POINT UNIFIED SCHOOL DISTRICT POLICY 932.2**

**CORRECTING ERRORS AND WITHDRAWING BIDS**

Whenever a contractor submits a bid for the performance of work under the jurisdiction of the Board and the contractor claims a mistake, error or omission in preparing for his bid, the said contractor shall, before the bids are open, make known the fact in such case his/her bid shall be returned to him/her unopened, thereby losing his/her right as a bidder.

In the event the mistake, error or omission is discovered after the bids have been opened, he shall immediately give written notice and make known the fact(s), giving clear, satisfactory evidence of same. He/she must certify that the same was not caused by any careless act or omission on his/her part in the exercise of ordinary care in examining the plans and specifications. In the case of forfeiture, he/she shall not be entitled to recover the monies or certified check forfeited as liquidated damages.

The bidder may withdraw his/her bid(s) prior to the declaration of the time for opening bids on any or all projects. The conditions of bidding shall require his/her bid(s) to stand after the declaration of the time for the opening.

Adopted: October 1975  
 Revised: September 1986  
 June 2002



**MINERAL POINT UNIFIED SCHOOL DISTRICT POLICY 932.3**

**CHANGE ORDERS**

Only the Board has authority to approve change orders from the final plans and specifications. The Board may choose to authorize the District Administrator or Building and Grounds Committee to tentatively authorize change orders during construction. However, the Board must take official approval action after the fact in such cases.

All change order requests shall be in writing stating the specific details of the proposed change, reasons for the change and effects on costs.

Adopted: October 1975  
 Revised: September 1986  
 June 2002



**MINERAL POINT UNIFIED SCHOOL DISTRICT POLICY 933**

**PROJECT INSURANCE**

Upon advice of the school attorney and architect-engineer, the Board shall determine the full extent of necessary insurances to cover eventualities and to protect the school district. These various insurance policies shall be included in the final plans and specifications. Proper casualty, liability, and surety bonds insurance shall be provided by all contractors in accord with Board directive in the final plans and specifications.

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 Revised: September 1986  
 June 2002



**MINERAL POINT UNIFIED SCHOOL DISTRICT POLICY 934**

**PAYMENT PROCEDURES**

All details relative to payment procedures to contractors and the architect-engineer shall be clearly spelled out in the written contract with the construction and architect-engineer. These details will include a definite payment schedule which shall be strictly adhered to through the construction period.

All requests for payment must be in writing and be approved by the architect-engineer for payment. All payments must be approved by the Board before they are made.

Adopted: October 1975  
 Revised: September 1986  
 June 2002



**MINERAL POINT UNIFIED SCHOOL DISTRICT POLICY 940**

**NAMING SCHOOL DISTRICT FACILITIES**

Naming of school district facilities is the responsibility of the Board of Education and shall be by majority vote of the entire Board. A district facility may be named when it has a specific purpose. A facilities naming committee may be appointed by the Board president. A nomination, in writing, which shall contain the rationale for such nomination, may be solicited from the public. Once a facility has been officially named, it shall not be renamed except for compelling reasons to be determined by the Board.

Criteria that may be considered when naming school facilities are:

A. A facility may be named after a geographic location and/or a section of the  
 district it serves.

B. If a facility is to be named after a person, that person shall be of exemplary  
 moral character; have made an outstanding contribution to education,  
 humanity or community or have displayed outstanding leadership or be a  
 person of historical significance.

C. Facilities may also be named after major contributors to the school district  
 without whom new facilities would not have been possible.

Parts of facilities may be named after individuals using the same criteria or recognition of individuals and may be marked on an appropriate plague commemorating that individual’s contribution.

Adopted: June 2002



**MINERAL POINT UNIFIED SCHOOL DISTRICT POLICY 940-Rule  
   
 PROCEDURES FOR NAMING MAJOR FACILITIES**

1. The Board president shall appoint an ad hoc selection committee. The  
 committee shall consist of one Board member, one administrator, one or  
 more citizens from the district, one student and one teacher. If a school name  
 is involved, the four non-Board members of the committee shall be, if  
 possible, from the area to be served by the school.

2. The selection committee shall present to the Board not more than three  
 names. The ad hoc selection committee may use various ways of involving  
 the community in the process, including contests. The names shall be  
 considered by the Board at the next regular meeting, following the meeting at  
 which the names were last submitted to the Board.

3. Major facilities (non-buildings), such as athletic complexes, are eligible to be  
 named according to the following guidelines:

a. The name should be easily identifiable with the facility;  
 b. The name should not conflict with similar names of other facilities  
 within the district or surrounding school districts; and  
 c. In selecting a name of a person, the Board will give higher preference  
 to persons who have made a significant contribution to education  
 within the district.

4. If a facility is named for a person, it shall be an individual who has attained  
 prominence locally, nationally or in the field of education, science, art,  
 statesmanship, political science or military achievement; an early pioneer of  
 Mineral Point/Iowa County or the state of Wisconsin; or an outstanding  
 president of the United States of America. If a facility is named after a living  
 person, the Board shall obtain written consent from that person.

5. The Board, by majority vote of the entire Board, shall make the final selection.   
 All names submitted may be rejected if, in the opinion of the Board, the use of  
 the name would not reflect the ideals and philosophy of the school district.

Adopted: June 2002



**MINERAL POINT UNIFIED SCHOOL DISTRICT POLICY 941**

**PUBLIC DEDICATION**

It shall be the practice in this district to conduct a brief, but meaningful public dedication ceremony anytime a new building or building addition is built. Details of the ceremony shall be planned by the Board and shall be appropriate for the occasion. The dedication ceremony will be held within two months of the completion and occupancy of the building.

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 Reviewed: June 2002