

1 Great Falls School District

2  
3 **NON-INSTRUCTIONAL OPERATIONS**

8502

4  
5 Construction and Repairs

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7 Before commencing new school construction or repairs, the District shall submit plans for  
8 construction of a new school or an addition to or an alteration of an existing school to the  
9 Department of Public Health and Human Services (DPHHS) or the local health authority for  
10 review and approval. Plans shall include the following where applicable:

- 11
- 12 (a) Location and detail of classrooms used for science or science laboratories, consumer  
13 science, art classrooms, art supply rooms, mechanic/carpentry, and industrial arts,  
14 including location and ventilation detail of lockable storage area of chemicals and other  
15 hazardous products;
  - 16 (b) Location and detail of janitorial facilities;
  - 17 (c) Specifications for the sewage treatment and disposal system to serve the school unless  
18 previously approved;
  - 19 (d) Specifications for the water supply to serve the schools unless previously approved;
  - 20 (e) Locations for all emergency eyewash and shower stations, which shall meet the  
21 American National Standard for Emergency Eyewash and Shower Equipment;
  - 22 (f) Location and detail of laundry facilities including description of equipment and a flow  
23 chart indicating the route of laundry through sorting, washing, drying, ironing, folding,  
24 and storage;
  - 25 (g) Specifications for the final finishes of floors, walls and ceilings in toilet, locker and  
26 shower rooms, laundries, and janitorial closets;
  - 27 (h) Statement from the designer of the facilities that lighting capable of meeting the  
28 minimum requirements of 37.111.830, ARM will be provided;
  - 29 (i) Locations and detail of the solid waste storage facilities;
  - 30 (j) Name of DEQ-approved sanitary landfill which will receive solid waste from the school;
  - 31 (k) Specifications for a food service to serve the school unless the food service has been  
32 previously approved by the DPHHS and/or local health authority;
  - 33 (l) Any other information requested by the DPHHS or local health authority relating to the  
34 health, sanitation, safety, and physical well-being of the teachers, staff, and students;
  - 35 (m) Specifications for any new or modified playground equipment, which shall comply with  
36 the standards of the United States Consumer Product Safety Commission's 2010  
37 Handbook for Public Playground Safety and the requirements of the 2010 ADA  
38 Standards for Accessible Design;
  - 39 (n) Specifications for any new or modified air intakes;
  - 40 (o) Specifications for any radon-resistant technique used in the building process;
  - 41 (p) Documentation reflecting how the topography of the site will permit good drainage of  
42 surface water away from the school building to eliminate significant areas of standing  
43 water and infiltration of surface water into the school building;
  - 44 (q) Specifications showing all chemical storage areas in new construction will be constructed  
45 to maintain negative air pressure to eliminate contamination of the school's indoor air  
46 quality by being vented to the outside of the building;

- 1 (r) Specifications showing gas supply lines serving science laboratories, consumer science,  
2 industrial arts, and other rooms utilizing multiple outlets will have a master shut-off valve  
3 that is readily accessible to the instructor or instructors-in-charge without leaving the  
4 classroom or storage area;
- 5 (s) Specifications showing industrial arts classrooms or buildings and other rooms using  
6 electrically operated instruction equipment which presents a significant safety hazard to  
7 the student utilizing such equipment shall be supplied with a master electric switch  
8 readily accessible to the instructor or instructors-in-charge without leaving the classroom  
9 or storage area;
- 10 (t) Specifications showing that janitorial storage spaces will be lockable, have sufficient  
11 storage for equipment and chemicals; and be vented to the outside of the building;
- 12 (u) Specifications showing that hot and cold water shall be provided to handwashing sinks  
13 and shower facilities. Hot water shall not be below under 100° F nor exceed a  
14 temperature of 120° F;
- 15 (v) Documentation showing DPHHS or local health authority the use of radon prevention  
16 strategies in new construction.

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18 The District shall not commence construction until all plans required by this policy have been  
19 approved by DPHHS or the local health authority. Construction shall be in accordance with the  
20 plans as approved unless permission(s) is/are granted in writing by the DPHHS or the local  
21 health authority to make changes.

#### 22 23 Change of Use in Existing Building

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25 The District shall not use an existing building, not currently utilized as a school, without the prior  
26 approval of the DPHHS or local health authority. The District shall comply with this policy when  
27 modifying a building in order to be utilized as a school.

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29 The District is authorized to use of modular or mobile buildings in response to temporary or  
30 permanent closure of the existing school facility, segments thereof, or classroom overflow when  
31 plans are submitted and approved by DPHHS or the local health authority.

#### 32 33 Contractor Assurance

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35 No contract shall be let to any contractor who is not licensed or registered as required by the laws  
36 of this State. Nor shall a contractor be granted a contract unless a statement is submitted and  
37 sworn to which states that the contractor is in compliance with the state laws relating to  
38 prevailing wage, non-collusion, and residence requirements for public works and with state and  
39 federal laws relating to non-discrimination in hiring. A statement to this effect must be a part of  
40 every appropriate contract.

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42 No contract shall be let to any contractor if the provision conflicts with the provisions of § 20-9-  
43 204, MCA.

#### 44 45 Contractor Surety Bonds and Insurance

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1 A bid bond must accompany each contractor's bid or other security authorized by state law in the  
2 amount of at least ten (10) percent of the total bid amount, excluding taxes. Any bid, which is not  
3 successful, shall entitle the bidder to a refund of its security or bond. The successful bidder shall  
4 have his/her bond or security retained until such time as it is determined that the bidder shall  
5 complete the contract. All bids received shall specify whether the District shall carry fire,  
6 liability, or other insurance during construction.

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8 The successful bidder is required to execute and deliver to the Board a good and sufficient  
9 performance bond with two (2) or more sureties or a surety company which shall state that the  
10 contractor shall execute and faithfully perform the provisions of the contract and shall pay all  
11 subcontractors and materialmen as required by law.

### 12 13 Architect and Engineering Services

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15 The Superintendent or designee shall invite architects and/or engineers to express interest in  
16 performing such necessary planning services for the District. Advertising shall be designed to  
17 reach a wide geographical area to help ensure gender and minority applicant consideration.

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19 Interested firms will be requested to submit a state of qualifications and performance data to  
20 enable the Board to determine which architectural or engineering firm will best serve the needs  
21 of the District. Criteria for selection of a firm shall include, but not be limited to, quality and  
22 breadth of staff, design of similar projects, production capability, supervision and quality control,  
23 relationship with clients, cost estimates and budget control.

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25 The Superintendent or designee is directed to establish necessary procedures to solicit and screen  
26 qualified engineers and architects. The Superintendent or designee shall recommend one or more  
27 firms to the Board for its consideration. The Board and the successful architectural or  
28 engineering firm shall enter into a contract for the necessary services. In the event the Board and  
29 the selected firm are unable to negotiate a fair and reasonable fee, the Trustees may select  
30 another firm provided reasonable public notice of the selection is given.

### 31 32 Educational Specifications

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34 Facilities shall be designed to accommodate the educational and instructional needs of the  
35 District. The professional experience and judgment of staff shall be solicited in developing such  
36 educational specifications. The law requires that special attention be given to accessibility to the  
37 education program by students of both genders and those with disabilities. The Superintendent or  
38 designee shall see that all construction projects comply with the requirements for accessibility  
39 for individuals with disabilities and comparability between the genders. The architect shall be  
40 responsible for ensuring compliance with state and federal laws including access for individuals  
41 with disabilities and requirements for gender comparability.

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43 When the Board considers major remodeling or building a facility, it shall endeavor to seek  
44 facility expertise in all affected program areas as well as comments from faculty, students, and  
45 community.

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1	<u>Legal References:</u>	
2	§ 2-2-303, MCA	Agreements to Appoint Relative to Office Unlawful
3	§ 18-2-402, MCA	Standard Prevailing Rate of Wages
4	§ 18-2-403, MCA	Preference of Montana Labor in Public Works – Wages
5	§ 18-2-404, MCA	Approval of Public Works Contract – Bond
6	§ 18-2-201, MCA, et seq	Security Requirements
7	§ 20-6-631, MCA	When Contracts for Architectural Services Required
8	§ 20-6-633, MCA	Hiring for Architectural Services Authorized
9	§ 20-9-204, MCA	Conflicts of Interest, Letting Contracts and Calling for Bids-
10		Exceptions
11	§ 50-1-203, MCA	Public Health Inspections
12	§ 50-1-206, MCA	Regulation of Schools in Matters of Health
13	37.111.804, ARM	Preconstruction Review
14	37.111.805, ARM	Existing Building – Change of Use
15	37.111.830, ARM	Lighting
16	10.55.701(s), ARM	Board of Trustees
17	10.55.701(1), ARM	Board of Trustees
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19	<u>Policy History:</u>	
20	Adopted on:	December 13, 2021
21	Revised on:	May 9, 2022
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