

<b>POLICY</b>	<b>BOARD OF EDUCATION OF FREDERICK COUNTY, MARYLAND</b>	
<b>CONSTRUCTION, RENOVATION AND MAINTENANCE</b>		<b>SECTION 202</b>
<b>202.1 Facilities Master Plans</b> <b>202.2 New School Buildings</b> <b>202.3 School Site Acquisition</b> <b>202.4 Specific Project Approval</b> <b>202.5 School Construction/Use of Minority Business Enterprises</b> <b>202.6 Easements or Rights-of-Way</b> <b>202.7 Developer-Funded School Construction Projects</b>		<b>Adopted:</b> <b>10/22/03</b> <hr/> <b>Amended:</b> <b>10/22/08</b>

### **202.1 Facilities Master Plans**

The board will maintain long-term facilities master plans for constructing, renovating and maintaining public school facilities in Frederick County. The master plans shall attempt to balance the need for new seats with the need for renovations to existing buildings. The board will review these plans annually and adopt a plan after considering public comment. The board will work cooperatively with the Board of County Commissioners of Frederick County and other elected officials to obtain adequate state and local funding and to implement the plans.

### **202.2 New School Buildings**

The board will use prototype designs whenever possible. Schools will be constructed to maximum approximate capacities:

- Elementary schools – 700 students
- Middle schools – 900 students
- High schools – 1600 students

All other schools will be constructed to accommodate the number of students determined by the board to be appropriate to the school's function.

The board may authorize exceptions to the capacity figures shown above.

### **202.3 School Site Acquisition**

The board will work with the Board of County Commissioners of Frederick County and appropriate municipal authorities and attempt to maintain a sense of community when selecting school sites.

# **BOARD OF EDUCATION OF FREDERICK COUNTY, MARYLAND POLICY**

## **202.4 Specific Project Approval**

Educational specifications and designs for all projects shall be subject to board approval. The Facilities and Finance Committee will review designs before requesting board approval. The board must formally approve schematic designs, design development documents, and construction documents. When the architect has completed final working drawings and specifications, all members of the board shall be advised at least one (1) week prior to the request for board approval that these documents are available for study.

## **202.5 School Construction/Use of Minority Business Enterprises (MBE)**

The board shall require staff to enable a Procurement Review Group (PRG) to review and analyze each construction project or type of work and the potential for certified minority businesses to participate in the project. Based on these factors, individual project goals and sub-goals for a project may be higher or lower than the standard percentages. It is also possible that some projects could have no MBE requirements, if specific circumstances justify that decision. When bidding as general or prime contractors, all general contractors and subcontractors, including certified MBE firms, are required to attempt to achieve the MBE subcontracting goals from the certified MBE firms approved by the Maryland Department of Transportation (MDOT).

This MBE procedure is applicable to all public school construction projects approved for partial state funding through the state public school construction program.

## **202.6 Easements or Rights-of-Way**

The superintendent or designee shall have authority to act on behalf of the board in approving easements or rights-of-way of less than one (1) acre to allow utility connections or improvements at existing school facilities or for board approved projects. The superintendent or designee shall report to the board monthly on these approvals.

## **202.7 Developer-Funded School Construction Projects**

The board supports the funding of school construction through agreements with developers as one approach to addressing FCPS facility needs and the consequences of residential development in the county. Such agreements will be considered only in conjunction with county and municipal growth management regulations. Projects that will be considered for developer funding include school additions, new schools and addition/renovations. The principal goal of any project approved under this policy is to eliminate overcrowding and improve the educational setting for students and staff. The following guidelines will be considered for developer-funded projects:

1. The project scope (the size of the school project) will encompass the existing enrollment and capacities of the schools serving the site, the enrollment impact of the residential development under review, enrollment growth from the surrounding neighborhoods, and other residential developments in the school attendance area that have preliminary plans in process or approved.

## **BOARD OF EDUCATION OF FREDERICK COUNTY, MARYLAND POLICY**

2. Funding for the project will incorporate the total project cost, including the cost of offsite public improvements, as determined by the board. Partial funding of a project or a pro rata share of the cost of a project will not be supported.
3. The board will determine the project's size and specifications as required to meet the needs of schools in the community.
4. The developer will not record lots until plans are approved by the board that successfully address current and potential future overcrowding of schools serving the site. The approved plan will be incorporated into an agreement between the developer and the board.
5. Once an agreement is in place, funding for the project must be provided or guaranteed prior to design and construction. The developer may withdraw after the design phase if they do not want to proceed with funding construction of the project. If the developer does not wish to proceed, then the agreement is voided. Any funds expended during the design phase are non-refundable. Any plans completed during the design phase become the property of the board.
6. The board will not request State funding for design or construction. The project should not be included in the County CIP and thereby make residential capacity available for other residential projects under the County's or a municipal adequate public facilities ordinance.
7. FCPS staff will manage the design, procurement and construction of the project. The project will utilize standard FCPS project management processes and procedures. The developer will reimburse FCPS for direct costs associated with project management.
8. The board supports partnerships or combinations of developers as a means of providing school construction funding.
9. All projects will be considered as part of and in cooperation with county or municipal plans and review and approval procedures.