

# **TUCSON UNIFIED SCHOOL DISTRICT**

## **SITE-BASED FACILITY IMPROVEMENTS IMPLEMENTATION GUIDELINES**

### **PURPOSE - ASSISTANCE TO THE SITES**

The purpose of these guidelines is to assist TUSD sites and their support groups in the successful development and implementation of site-based self-help facility improvement projects. These guidelines apply to any site-based/self-help project, whether performed by contractor or volunteer labor, which creates, renovates or alters a TUSD site. Examples include playground equipment, floor coverings and sandbays.

Additionally, these guidelines give the assistance, guidance and coordination needed by the group developing the project, and provide the District with the assurance that the project is developed in a safe and legal manner that will be maintainable and consistent with District policies.

### **PROCEDURES**

**STEP ONE - GETTING STARTED** - Once the idea has been developed to a point where the site believes the desired project is feasible, a letter should be submitted by the Site Administrator to the Director of Engineering that: (1) describes the project (2) identifies the funding source and cost estimate, if known, and (3) designates a point of contact (POC) at the site who will coordinate the project with the Engineering and Planning Services Department (EPSD.) The Director will provide the specific guidance and coordination necessary to proceed with the project and appoint a Project Manager.

**STEP TWO - PROJECT REVIEW/DEFINITION** - The Project Manager and POC will review and define the project in adequate detail to confirm the feasibility. The plan will be checked for compliance with TUSD capital improvement objectives and standards for facilities' improvements. If a set of drawings is required, EPSD will coordinate their completion with the POC. In addition, if either local or state building permits are required, POC will submit the required documents to the appropriate agencies. During this step, EPSD will establish an official project estimate, and the site must define the source of materials and labor for all aspects of the work.

**STEP THREE - NOTICE TO PROCEED** - After receiving all necessary approvals, the Project Manager will initiate a "Notice to Proceed" (attachment "A") to the site. The POC will insure the notice is signed by all required parties and returned to the Project Manager. Once the Project Manager signs this document, construction can begin. The Project Manager will schedule an on-site meeting with the contractor to review the project plan and schedule.

**STEP FOUR - CONSTRUCTION** - The Project Manager will monitor the work for compliance with both TUSD and State procurement rules; and, will insure construction drawings, plans and applicable codes are followed. Any changes to the approved project must be submitted to the Project Manager for review and approval prior to implementation. EPSD will be responsible for accepting the completed project from the contractor and for authorizing payment.

#### **LABOR AND MATERIAL**

Labor may be supplied by either volunteers or the contractor. Volunteer labor is welcomed by TUSD, and TUSD Workers' Compensation Insurance covers volunteers. A sign-in roster for the volunteers should be kept by the site for each day the volunteers work, to provide documentation for the insurance.

In some cases, the scope of the work may be of such magnitude or complexity, that the District will insist that the work is supervised, or performed, by a contractor licensed by the State of Arizona for the type of work involved. If a contractor uses any of his own hired labor on the project, he must submit proof of Comprehensive Liability and Workers' Compensation Insurance, prior to starting any work.

#### **CONTRACT MANAGEMENT**

The Project Manager and the Director of Purchasing will assist in assuring that proper procurement procedures are followed. The Project Manager will administer any construction purchase order issued by TUSD.

#### **RESPONSIBILITY**

The SITE is responsible for (1) paying all materials and labor necessary for the proper completion of the project, if donations and volunteer labor are insufficient, and (2) paying for all required permits, fees and inspections by outside agencies.

The CONTRACTOR is responsible for (1) building the project according to the approved plans and specifications (2) supervising the work, using his best skills and attention, and executing all appropriate safety precautions (3) coordinating all work using acceptable construction means, methods, techniques, sequences and procedures (4) insuring the work is in compliance with all laws, ordinances, rules, codes and orders of any public authority bearing on the performance of the work, and (5) policing of the project site, to include the erection of barricades (if appropriate) and removing excess building materials.

#### **CONTACTS**

Engineering & Planning Services	Marcus Jones	225-4882
Purchasing Department	Leon George	225-6080

SITE-BASED FACILITY IMPROVEMENTS

**NOTICE TO PROCEED**

(This section is filled out by site administrator or point of contact)

I. SCHOOL: \_\_\_\_\_

II. PROJECT DESCRIPTION: \_\_\_\_\_  
(Submit narrative of scope as necessary)

III. SITE APPROVAL: I concur with and agree to abide by the TUSD Guidelines for Site-Based Improvement Projects, and authorize the above project.

\_\_\_\_\_  
(Site Administrator Signature) (Date)

IV. 3<sup>rd</sup> PARTY FUNDING: I concur with and agree to abide by the TUSD Guidelines for Site-Based Improvement Projects, and certify that

\_\_\_\_\_  
(Organization) accepts responsibility for payment of the above project in the amount of \$\_\_\_\_\_, and that these funds are now and will be available to satisfy this Obligation upon completion of the project.

\_\_\_\_\_  
(3<sup>rd</sup> Party Signature) (Date)

V. CONTRACTOR CONCURRENCE: I concur with and agree to abide by the TUSD Guidelines for Site-Based Improvement Projects, and provide the following information.

License # \_\_\_\_\_ Volunteer? Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
(Name of Firm) (Contractor Signature) (Date)

(This section to be filled out by the Project Manager)

VI. PROJECT MANAGER  
Approval \_\_\_\_\_ Denied \_\_\_\_\_

\_\_\_\_\_ **This project requires a blue stake. Notify your project manager five days prior to any type of excavation.**

\_\_\_\_\_ **Inspections are required, coordinate work with project manager.**

VII. PROJECT REVIEW:

\_\_\_\_\_ Plans Review \_\_\_\_\_ Price Quote \_\_\_\_\_ Permits

\_\_\_\_\_ Purchase Order \_\_\_\_\_ On-Site Review w/Contractor

\_\_\_\_\_

(Project Managers Signature)

(Date)