

**PLANNING, DESIGN AND CONSTRUCTION**

No public school building or addition or alteration of such building for either permanent or temporary use, is advertised for bid, contracted for, erected or otherwise acquired until the plans and specifications:

- Have been approved in writing by the Superintendent;
- Are accompanied by a statement by an architect or professional engineer licensed by the Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers or Landscape Architects that such plans and specifications are, in the professional opinion and belief of the architect or professional engineer, in compliance with Board of Education regulations and the Uniform Statewide Building Code; and
- Have been reviewed by an individual or entity with professional expertise in building security and crime prevention through building design.

The Superintendent's approval, architect's or engineer's statement, all reviewers' comments, and a copy of the final plans and specifications are submitted to the Virginia Superintendent of Public Instruction.

The Superintendent or designee will protect the interest of the school system, assure adherence to the contract documents and quality construction, in accordance with state regulations.

**Financial Management of Construction Funds**

Alexandria City Public Schools will maintain fiscal accountability for all planning, design and construction projects approved by the School Board as delineated in the annual adoption of the school division Capital Improvement Program (CIP). The Superintendent shall establish financial management procedures in accordance with Policy DA: Management of Funds, for CIP funds that adequately ensure proper and effective use of these funds. These procedures shall address or incorporate, at a minimum, the following:

- School Board approval is required for all planning, design and construction projects utilizing CIP funds above \$1,000,000;
- School Board approval is required to transfer funds equal to or greater than \$50,000 from one CIP project and/or site/location to another CIP project and/or site/location;
- School Board approval is required to expend any amount over 10 percent (10%) or \$100,000, whichever is greater, on any CIP contract, even if the Board has previously approved a project budget that exceeds 10 percent (10%) of the contract;
- School Board approval shall also be required for each change order in excess of the cumulative ten percent (10%) or \$100,000 identified above if the individual change is in excess of five percent (5%) of the original contract value; and
- The Superintendent shall provide to the School Board, on a quarterly basis, a report detailing the status of CIP projects to include encumbrances, expenditures, and available balances.

43 In the event that approved project funds exceed the actual and final cost of a project, surplus  
44 funds will be transferred to a contingency account within 90 days of closing out CIP projects,  
45 subject to the budget transfer approval requirements outlined above. Surplus project funds shall  
46 be used as shown below and in the order of priority specified.

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- 48 1. Fund emergency repairs and/or system replacements if funding is not available;
- 49 2. Fund previously approved projects that are determined to be underfunded due to market
- 50 condition changes, unanticipated project costs or programmatic adjustments as approved
- 51 by the School Board;
- 52 3. Fund recommended capital projects that are not approved in the CIP budget, but are
- 53 identified by the Superintendent or School Board as an area of need based on
- 54 prioritization and anticipated costs; and
- 55 4. Fund capital projects identified for future years to offset the funds that may otherwise be
- 56 requested during the annual budget process.

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58 All projects are subject to School Board approval prior to the actual transfer of funds out of the  
59 contingency account to support such projects.

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61 The Superintendent shall ensure that the CIP is budgeted, implemented, and accounted for in  
62 accordance with all applicable statutes, ordinances, policies and regulations.

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65 Adopted: October 24, 1996

66 Amended: July 2, 2012

67 Amended: April 21, 2016

68 Amended: December 5, 2019

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70 Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-140.

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72 Cross Refs.: DA Management of Funds

73 DJA Purchasing Authority

74 DJFB Contract Execution

75 FEA Educational Facilities Specifications

76 FEGA ACPS Capital Improvement Program