

**PLANNING, DESIGN AND CONSTRUCTION**  
**SUPERVISION OF CONSTRUCTION**

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

- Have been approved in writing by the Superintendent; ~~The plans and specifications must be~~
- Are accompanied by a statement by an licensed architect or professional engineer's ~~statement~~ licensed by the Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers or Landscape Architects that ~~they~~ such plans and specifications are, in the professional opinion and belief of the architect or professional engineer, in comply 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, ~~the architect's or engineer's~~ statement, of compliance ~~all reviewers' comments~~, and a copy of the final plans and specifications ~~will be~~ 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 constructions projects utilizing CIP ~~contracts-funds~~ above \$~~500,000~~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 40-10 percent or \$50,000 100,000, whichever is greater, on any ~~CIP~~ contract, even if the Board has previously approved a project budget that exceeds 40-10 percent 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.

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

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

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

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

Adopted: October 24, 1996

Amended: July 2, 2012

Amended: April 21, 2016

Amended:

Legal Refs.: Code of Virginia, 1950, as amended, §§~~22.1-138~~; 22.1-140.

Cross Refs.: DA Management of Funds

DJA Purchasing Authority

DJFB Contract Execution

FEA Educational Facilities Specifications

FEG-R ACPS Regulations for Capital Improvement Program Procedures