

NEW BOSTON SCHOOL DISTRICT

FE-R

FACILITIES CONSTRUCTION REGULATIONS

New Boston School District Policy Outline

Scope: This document attempts to define a policy for the New Boston School Board and Administration to follow as a guideline to project execution. It is intended that this policy should be tailored by the Board/Administration at their discretion for efficient application.

- Phases
 1. Concept
 - What is the specific need being addressed?
 - What problem is being solved?
 - What are all the possible solutions?
 - Who are the stakeholders?
 - Who is involved?
 - Has there been a cost/benefit analysis conducted?
 - How much money do we have? How much will it cost (estimate)?
 - Incorporate outputs from Facility Development Goals (FA)
 2. Planning
 - Designate Project Lead (Clerk of the Works Policy FEH)
 - Solicit professional input (Design Professional Policy FE)
 - Define milestones
 - Draft Schedule
 - Define budget needs
 3. Requirements Development
 - Document supporting analysis/input that drove the need for project
 - Applicable Codes
 - Address coincidental issues (obsolescence, “while we’re in there”, etc.)
 - Define Scope, Write Statement of Work
 - Refine budget needs.
 4. Bidding
 - Follow the New Boston School District Bidding Policy DJE
 - Revise plan/requirements as necessary based on bid feedback
 5. Implementation
 - Hire contractors, etc.
 - Review plans/Begin project
 - Track requirements/milestones
 - Control scope changes
 - Project Reporting

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(continued)

6. Closeout
 - Were the original goals met?
 - Did we stay on task?
 - Did we stay on budget?
 - Lessons learned activity

7. Additional requirements as directed by the School Board or Designee.

Proposed: 02/17/16

Adopted: 03/23/16