

## 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

**NEW BOSTON SCHOOL DISTRICT**

**FACILITIES CONSTRUCTION REGULATIONS**

(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.

Reference: Policy FE – Facilities Construction

Proposed: 02/17/16

Adopted: 03/23/16