

Facilities – Capital Improvement Project (CIP) Request Procedures

Requesting a Project – All requests for originating a capital improvement project, or CIP, should be written and formally submitted via email or interoffice mail to the Executive Director of Operations.

Requests should include a detailed description of the project and funding sources.

Requests should only be authorized by Campus Administration, Athletic Director, and/or Central Office Personnel, those able to make financial decision for the campus or department and include authorized personnel with knowledge of the specific goals of the project.

If a PTO or other school support organization/donor desires to provide fundraising and funding for capital improvement projects, the BISD Business Office should be consulted with respect to the protocols for receiving financial contributions and donations.

What defines a capital improvement project (CIP) verses maintenance request? Generally, basic facility maintenance/maintenance request or minor repair/updating is to be requested through the normal work order procedures. District facilities personnel will handle these types of requests in priority fashion. A project, or CIP, is work that is substantial in size and involves facility modification, renovation or new construction. In some cases, a project may require architectural or engineering services and a building permit.

It is important to note that NO PORTION OF SCHOOL DISTRICT PROPERTY, FACILITY, OR OCCUPIED SPACE MAY BE MODIFIED except as authorized. All facility modification, renovation, or new construction may only be performed by district, facilities personnel and/or authorized contractors.

SELF-PERFORMANCE BY PERSONNEL OTHER THAN FACILITIES EMPLOYEES AND/OR VOLUNTEER/ IN-KIND PERSONS OR GROUPS IS STRICTLY PROHIBITED.

How much detail is to be included in the description of a project? Detail should include as much information needed to explain what is required to accomplish the project. This should include location, areas that will be impacted, an estimate of the square footage, what type of space (i.e. lab, classroom or exterior space), and any constraints identified (ex. cannot do work during certain hours etc.).

How much will the project cost? Project costs are determined upon completion of construction/ engineering drawings created for a defined scope of work as may be applicable. Project estimates of varying degrees of precision will be provided for all other work. The Facilities Dept. will make every effort to provide a preliminary estimate early on in order to help determine the ballpark costs for the work and to help determine whether a project can proceed depending upon the funding mechanisms.

How long will a project take? A project timeline will be discussed and determined, but the variables include the project scope of work; insufficient lean time, changes in scope or expectations; existing building conditions etc. In the event delays are experienced on a project the Facilities Department will explore the impact to the schedule and help to determine a contingency plan.

Project Request Review & Execution - Requests will be reviewed in a timely manner by the Director of Operations, along with other Facilities personnel. Once reviewed, the originator will be contacted to discuss further details to determine whether a project can proceed in terms of further planning, pricing, and/or additional review. Work will commence only after funding approvals have been authorized.