

To: CRCSD Building Staff

Date: December 8, 2017

Re: Procedures for Outside Group (Non-District Funded) Facility Improvement Projects

To Whom It May Concern:

External groups such as PTA's, Booster Clubs, and other such groups, are encouraged to participate in improvement projects to the various facilities in the Cedar Rapids Community School District. To ensure these projects meet the State of Iowa bidding requirements, Board of Education policies, building codes, and the standards set forth by Building and Grounds, please adhere to the steps below.

Step 1:

Participating group meets with the building Principal and other administrative staff to prepare a plan for the type of improvement project the group would like to provide.

Step 2:

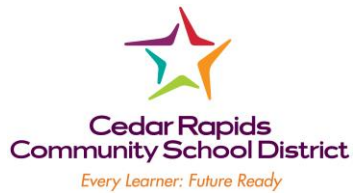
Participating group meets with the building Principal and the Buildings and Grounds Manager to discuss the project and to agree upon a complete scope of work.

Step 3:

Any project over \$75,000 will require an Engineered stamped drawing along with an Architect's probable cost option letter. Projects under \$75,000 will require a complete written scope of work and an estimated quote from a pre-registered contractor for all work related to the project. For questions regarding pre-registered contractors, please contact the Buildings and Grounds department for information.

Step 4:

Prior to releasing a project for bids or quotes, funds in the amount of the Architect's probable cost opinion letter, or the estimated quote from a pre-registered contractor, must be provided to the District. This will also include the cost for any architectural services if necessary. At the completion of the project, any remaining funds will be returned to the organization.



Step 5:

Participating group collaborates with the Building and Grounds department to procure bids and/or quotes from pre-registered contractors. The Building and Grounds department will help ensure that the State of Iowa bidding requirements, School Board policies, and building codes are met.

Step 6:

A Buildings and Grounds staff member will do all project management. Project meetings are to be held as needed during the facility improvement.