

NECESSITY OF SCHOOL CONSTRUCTION
STAGE III – DESIGN REVIEWS

Rhode Island Department of Education – School Building Authority | 255 Westminster Street, Providence, RI 02909

Telephone (401)222-4600 Website: www.ride.ri.gov

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STAGE III – DESIGN REVIEWS

RIDE 1.00 applies to all new school construction and school renovations projects where the total cost exceeds \$500,000. Design reviews must be conducted for all projects that are part of a multi-year capital improvement plan that exceeds \$500,000, regardless of eligibility for housing aid. Architectural, engineering, project management, construction management, financial, and other professional services shall be procured by the districts for all projects.

Design reviews will be conducted through in-person meetings at each stage of the design process. Design review meetings will be scheduled by district representatives or their designees. Request for meeting should be emailed to Joseph da Silva at joseph.dasilva@ride.ri.gov or Manuel Cordero at manuel.cordero@ride.ri.gov. The meeting request must include status of project, level of documentation, and proposed meeting date and time.

SCHEMATIC DESIGN REVIEW:

The purpose of the documentation submitted during the Schematic Design is to document the continuing development of the school construction project and its major components and to project a project budget. The documentation should also demonstrate compliance with the most recently adopted version of NECHPS.

- ___ Project Narrative – Including Existing Conditions Analysis, Description of Proposed Solution, and Basis of Design Narrative
- ___ Site plan and Landscape Plan @ 1/16" = 1'-0"
- ___ Floor plans @ 1/16" = 1'-0" showing all partitions and door swings
- ___ Color Rendering
- ___ Exterior Elevations @ 1/16" = 1'-0"
- ___ Typical Building Wall Sections
- ___ Single line engineering diagrams
- ___ Outline specifications
- ___ City Planning Board submission
- ___ Civil Engineering Drawings (scale as required)
- ___ Project Schedule (Gantt Chart)
- ___ Site Engineering calculations
- ___ Code Analysis, including certification that proposed solution meets the Energy Code
- ___ Construction Cost Estimates (see Cost Estimate guidance below)
- ___ Project Budget (see Project Budget guidance below)
- ___ Project Cash Flow *for projects funded by School Building Authority Capital Fund*
- ___ Project Report
- ___ LEED™ Checklist Form (or equivalent NECHPS checklist)
- ___ Project Review Meeting
- ___ Educational Specifications
- ___ Hazardous Materials Testing and Evaluation
- ___ Commissioning Agent Review Documentation (for MEP scopes of work)
- ___ Life Cycle Cost Analysis – Comparison of Alternatives
- ___ Approval / Acceptance by School Building Committee and/or School Committee

DESIGN DEVELOPMENT REVIEW:

Design Development is intended to further develop the school facilities project design with greater detail, in order to develop a more accurate cost estimate. The documentation should also demonstrate compliance with the most recently adopted version of NECHPS.

- Construction drawings for all trades that show the scope of work for the project as defined in the detailed deliverables description
- Specifications with general conditions and all technical sections
- Construction Cost Estimate
- Project Budget (reconciled with Cost Estimate)
- Legal/regulatory approvals completed as required
- Updated Project Schedule (Gantt Chart)
- Project Report
- LEED™ Checklist Form (or equivalent NECHPS checklist)
- Project Review Meeting
- Identification of Hazardous Materials Abatement Scope of Work
- Commissioning Agent Review Documentation (for MEP scopes of work)
- Schematic Design Meeting Minutes
- Approval / Acceptance by School Building Committee and/or School Committee

CONSTRUCTION DOCUMENTS REVIEW:

The construction documents stage is intended to finalize the development of the school facilities project design with the intent of providing sufficient information for accurate and efficient bidding the project, as well as the construction.

- Construction drawings for all trades that show the scope of work for the Project as defined in the detailed deliverables description
- Specifications with general conditions and all technical sections
- Construction Cost Estimate
- Legal/regulatory approvals completed as required
- Confirm Project schedule
- Project Report
- LEED™ Checklist Form (or equivalent NECHPS checklist)
- Project Review Meeting
- Identification of Hazardous Materials Abatement Scope of Work
- Commissioning Agent Review Documentation (for MEP scopes of work)
- Design Development Meeting Minutes
- Approval / Acceptance by School Building Committee and/or School Committee

The following minimal guidance is provided regarding necessary descriptions of the cost estimate scope of work:

- a. Floor tile replacement must identify square footage and general location of replacement, as well as unit pricing used to establish the cost.
- b. Door and door hardware improvements must include a narrative with locations, quantities, and unit pricing.
- c. Emergency lighting and fire alarm devices must include locations, quantities, and unit pricing.
- d. Roof replacement requires roof drawing identifying existing roof and proposed roof, as well as HVAC and exhausts fans that may be replaced at the same time. Roof repairs require identification of problem areas, square footage of repair/replacement, and unit pricing.
- e. HVAC improvements require drawings and a narrative describing existing and proposed mechanical systems and all necessary appurtenances, with quantities and unit pricing.
- f. Electrical improvements require a narrative describing existing and proposed electrical systems and all necessary appurtenances, with quantities and unit pricing.
- g. Plumbing improvements require a narrative describing existing and proposed plumbing systems and all necessary appurtenances, with quantities and unit pricing.
- h. Exterior repairs must be identified, described in detail, and quantified as appropriate.
- i. Provide schematic design documents for site improvements, particularly any improvements that may change traffic patterns.
- j. Window replacements (where applicable) must include location of proposed window replacements, quantities, proposed window types, and unit pricing.

The following minimal guidance is provided regarding necessary components of Project Budgets:

- a. Combined total project soft costs, which include OPM, legal, design, and engineering fees, are capped at 20% of the estimated construction cost.
- b. Construction Contingency Maximum– 5% of total estimated construction cost
- c. Owner’s Contingency – 2% of total estimated soft costs
- d. Construction budget is set when the Schematic Design Budget is approved
- e. Commissioning test costs should be included in construction cost estimates (especially window projects)
- f. Districts with more than one school project may not transfer funds between schools without an executed amendment to the Memorandum of Agreement

DESIGN REVIEW OUTCOMES:

At the conclusion of the each design review meeting, RIDE will either request further information, approve pending submittal of further information, or approve the project (see guidance below). This action must be captured in meeting minutes submitted to the School Building Authority within a week of the meeting – the meeting minutes will memorialize and be the future record of the approval. No further meetings will be scheduled until the meeting minutes have been submitted.

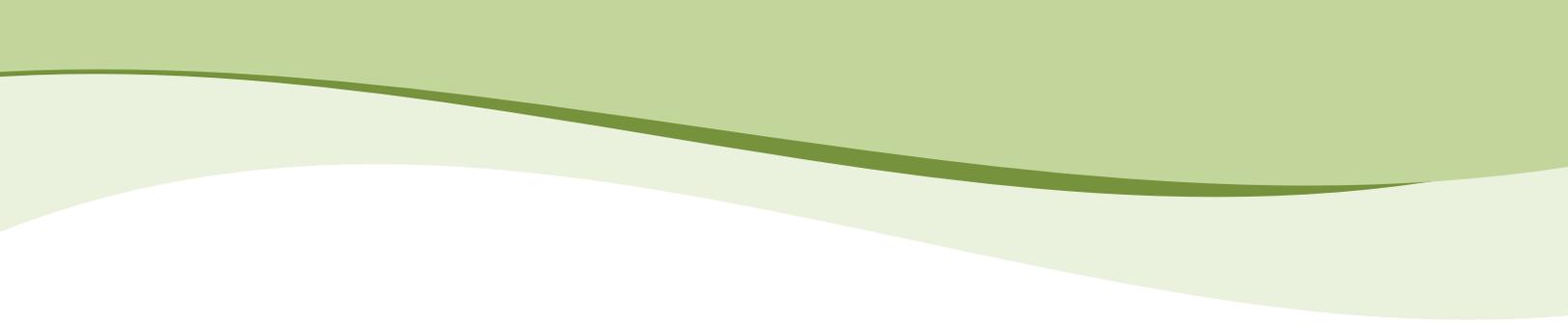
1. **Further Information Needed:** District is asked to revise and resubmit for further review. RIDE will provide guidance on what documentation is necessary to approve the submission per the requirements of the School Construction Regulations and the guidance provided herein. District cannot proceed with further design beyond the stage of work completed, and the review must be conducted again.
2. **Approval, Pending Outstanding Items:** The SBA can approve a design submission pending the submission of items not available or under development at the time of the meeting. The district can immediately proceed with design work for the next stage in the design cycle.
3. **Approval:** The SBA can approve a design submission and the district can immediately proceed with design work for the next stage in the design cycle.

DOCUMENTATION SUBMISSIONS:

Meetings: The LEA or its representative must provide one hard copy of all the required materials at the time of the meeting.

Final Project Files: Upon receiving Construction Document approval, the LEA or its representative shall submit a digital copy of all previous submissions (Schematic Design, Design Development, and Construction Documents) including all deliverables listed above and any supplemental submissions requested during the review process.

The LEA shall also maintain a project file that includes all documentation listed above, as well as all documentation listed in RIDE 1.09-6, The documents above shall be maintained in a readily accessible place for review and inspection by the RIDE and any other related agencies for the duration of the school facilities project and three years thereafter or, if litigation concerning any aspect of the school facilities project is instituted, until completion of all litigation, whichever is later.



NECESSITY OF SCHOOL CONSTRUCTION
STAGE IV – CONSTRUCTION PHASE

STAGE IV –CONSTRUCTION PHASE

The district must meet the timelines established in the Memorandum of Agreement. If the district does not meet said timelines, RIDE reserves the right to rescind project approval and the district may reapply for the Project in a subsequent fiscal year.

The cost of project elements that exceed or diverge from approved project scope may be declared ineligible for school housing aid reimbursement. The district may retain such elements only by accepting sole financial responsibility for non-conforming elements in writing in a format prescribed by RIDE, prior to inclusion of such elements in any designs.

During construction, RIDE may visit the construction site to determine that the project is being built as approved. RIDE will review periodic construction progress reports. RIDE will review change orders exceeding 10% of the original approval to determine that the project is proceeding as approved and in compliance with these regulations. The cost of change orders, which result in elements that diverge from or exceed the provisions of the Design and Educational Program and/or the Memorandum of Agreement, may be deemed ineligible for reimbursement. RIDE may inspect the completed facility, in operation, to ensure the project has been completed and is operating consistent with project approval by the Council on Elementary and Secondary Education (CESE) and pursuant to the terms of the Memorandum of Agreement.

COORDINATION AND MONITORING

For all projects funded by the SBA, a Clerk of the Works must be present during Contractor operations at site. The Architect/Engineer must certify the percentage of work for any General Contractor payment requisitions. The Commissioning Agent must review contractor submittals, site observation, and test monitoring.

DOCUMENTATION SUBMISSIONS:

Owner's Project Manager & Design Team Reporting: For projects funded by the School Building Authority Capital Fund and for any individual projects that exceed \$1.5M in construction costs, reporting begins when the OPM/A&E contracts are executed and continues until the project final audit. Updates are due on the 12th of the month and should include:

- Budget and cost report
- Cash flow
- Schedule
- Change order update
- Progress photos

Failure to submit timely and complete reports may impact district reimbursement review and payment.

Final Project Files: Upon receiving Construction Document approval, the LEA or its representative shall submit a digital copy of all previous submissions (Schematic Design, Design Development, and Construction Documents) including all deliverables listed above and any supplemental submissions requested during the review process.

The district shall maintain bidding information and tabulation sheets and shall provide them and any other documentation upon request by RIDE.

The LEA shall also maintain a project file that includes all documentation listed above, as well as all documentation listed in RIDE 1.09-6, The documents above shall be maintained in a readily accessible place for review and inspection by the RIDE and any other related agencies for the duration of the school facilities

project and three years thereafter or, if litigation concerning any aspect of the school facilities project is instituted, until completion of all litigation, whichever is later.

Housing Aid Reimbursement Documentation Requirement: When submitting a request for housing aid reimbursement, projects with a Council on Elementary and Secondary Education Approval Date after May 24, 2007 (date of adoption of RI School Construction Regulations) must provide the following documentation:

- 1) RIDE Northeast-CHPS verification (or Post-Construction Green Building Verification)
- 2) Certificate of Occupancy
- 3) Final Commissioning Report