



THIRD PARTY FACILITY CONSTRUCTION/ALTERATION PROCEDURE (FAC-P004)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process for request and approval of construction/alterations to CMCSS facilities, grounds, and/or property by a third party.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Facilities Manager
- 2.2 Assistant Facilities Manager
- 2.3 Principals/Site Supervisors
- 2.4 Purchasing Director
- 2.5 Maintenance Manager

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Operations Officer

4.0 DEFINITIONS:

- 4.1 CMCSS: Clarksville-Montgomery County School System
- 4.2 Third party: Project not initiated by CMCSS Facilities or Maintenance

5.0 PROCEDURE:

- 5.1 A proposal with the project description must be submitted to the CMCSS Facilities Department and Maintenance Manager for review before any construction/alteration takes place. The proposal must include the following:
 - 5.1.1 Letter from the building principal or site supervisor, where there is no principal, requesting alteration to facility or campus, and describing the proposed use of new structure or alteration to existing structure to include:
 - 5.1.1.1 A drawing of the proposed structure or modification with overall dimensions and site location map,
 - 5.1.1.2 Purpose of the project,
 - 5.1.1.3 Timeline of the project,
 - 5.1.1.4 Financing of the construction,
 - 5.1.1.5 Maintenance plan for the finished project, and a
 - 5.1.1.6 Certificate of Incorporation of the group, if applicable.
- 5.2 The proposal is reviewed for utility conflicts, and their effect on CMCSS systems to ensure that the project meets overall goals of school system and future plans for the site.



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- 5.2.1 If proposal does not include 5.1.1.1 through 5.1.1.6, and/or there are utility conflicts, and/or it does not meet overall goals of CMCSS and/or future plans for the site, the proposal is returned to the requestor with an explanation.
- 5.3 If proposal is approved by Facilities Management Department and Maintenance Manager, a project recommendation letter from the Facilities Manager or Assistant Facilities Manager is attached to the packet and forwarded through the Chief Operations Officer and Level Director or site supervisor, to the Director of Schools. The Director of Schools, after consideration, returns the packet to Facilities Manager or Assistant Facilities Manager.
- 5.3.1 If the proposal is accepted then a “Conditional Approval” is issued by the Facilities Management Department and a copy is provided to the maintenance manager. A “Conditional Approval” is not issued in every case. The issuance of a “Conditional Approval” depends on the scope of the project and the level of complexity and may not be required when all of the following requirements can be met. The third party may proceed in obtaining the following requirements:
- 5.3.1.1 Plans must be designed by a licensed architect or engineer, if building will be used for graded activities or construction cost will be greater than \$25,000, or if the area will exceed 5,000 square feet.
- 5.3.1.2 Facilities Management Department is provided a copy of any and all plans.
- 5.3.1.3 Building design must follow Tennessee Fire Regulations, Building Codes and Disabilities Act guidelines (ramps, door sizes, etc.).
- 5.3.1.4 Building space will be adequate to the number of people it will serve, and for the types of activities.
- 5.3.1.5 If the construction or modification is not performed by a licensed contractor then the parties performing the work are required to sign a waiver (ref. [FAC-F003](#)) indemnifying and holding CMCSS harmless and provide a copy of an adequate insurance policy, adequacy to be determined by the Facilities Management Department, that covers damages to existing structures, accidents, and personal injuries during construction **and/or**;
- 5.3.1.6 Construction must be performed by licensed and insured contractor unless authorized by 5.3.1.5.
- 5.3.1.7 Purchasing Director is notified.
- 5.3.2 If the proposal is not accepted, it is returned to requestor with explanation.
- 5.4 If requirements are met, the proposal goes on for final review by both the Facilities Management Department and the Maintenance Department and other agencies as required.
- 5.4.1 When required, the proposed project is submitted by the designer to the Tennessee State Fire Marshall or other governing agencies for review and approval.



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5.4.2 Once approved, the contracted party may obtain a building permit and a “Final Approval and Notice to Proceed” is issued by the Facilities Management Department.

5.4.3 If requirements are not met, proposal goes back to requestor for revisions.

5.5 An agreement between CMCSS and the proposing group is signed (ref. [FAC-F002](#)).

5.5.1 If disapproved, proposal goes back to group for revisions and notification is made to level supervisor.

5.6 Upon completion, structure must pass Fire Safety Inspection and any other building inspections required from the city or county. It is the responsibility of the contracted party to ensure compliance and provide proof to CMCSS.

NOTE: In the event that a contracted party has begun construction on a project and is unable to complete the project for any reason within the time frame agreed upon, or does not meet the requirements as per approved design, CMCSS Facilities Management Department possesses the right to remove, demolish, or take any other action the Facilities Management Department deems appropriate. Exceptions to this procedure can only be approved by the Director of Schools and cabinet members by a majority vote.

6.0 PERFORMANCE MEASURES:

6.1 Number of contracted party projects completed per school, per year.

7.0 INTERACTIONS:

7.1 Schools, PTO's, TN Fire Marshall, Contractors, Maintenance Department, booster clubs, athletic associations, and any other persons having a vested interest in the project.

8.0 ASSOCIATED DOCUMENTS:

8.1 Purchasing ([PUR-A001](#))

8.2 Formal Bid Procedure ([PUR-P004](#))

8.3 Purchasing and Payment ([ISA-P001](#))

8.4 CMCSS Construction/Alteration Agreement ([FAC-F002](#))

8.5 CMCSS Contracted Party Waiver ([FAC-F003](#))

8.6 Project Proposals

8.7 Insurance Policy

9.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Inspection Records	Facilities Office	Indefinitely	Permanent	Secured building



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Construction/ Alteration Agreement	Facilities Office	Indefinitely	Permanent	Secured Building
Third Party Waiver	Facilities Office	Indefinitely	Permanent	Secured Building
Insurance Policy	Facilities Office	Indefinitely	Permanent	Secured Building

10.0 REVISION HISTORY:

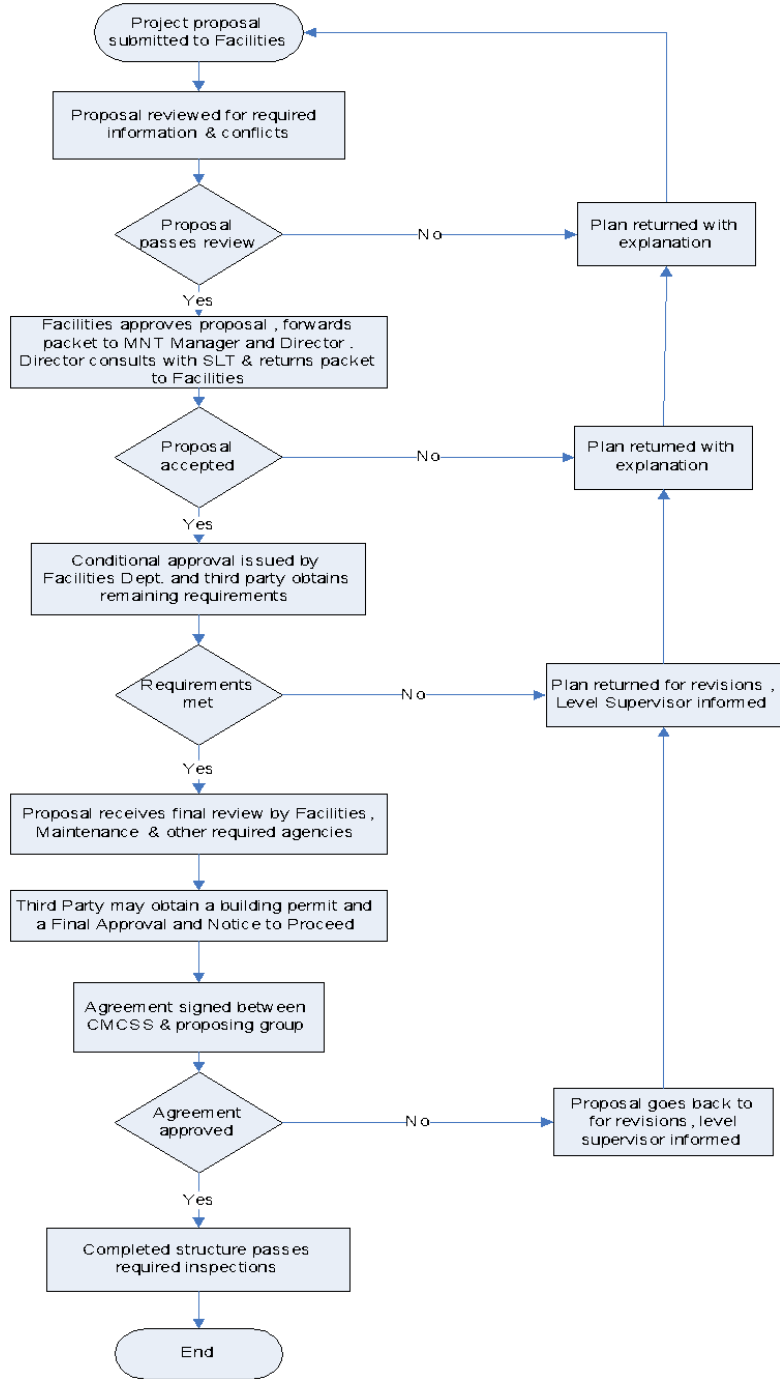
<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
4/11/07		Initial Release
1/08/08	A	Approval endorsement by Director of Schools added to 5.1.
2/13/08	B	Add or campus to and remove last sentence from 5.1.1, clarify steps in 5.5, update flowchart.
5/21/08	C	Update procedure to include Third Party Waiver, to clarify what is required and to add Performance Measures and Interactions, revise flowchart to reflect updates.
1/21/13	D	Update procedure to include Assistant Facilities Manager and Principals/Site Supervisors. Update steps to match current process.
9/25/18	E	Updated scope. Added 2.4, Purchasing Director and 2.5, Maintenance Manager. Inserted 4.2. 5.1, added "maintenance manager" and "before any construction/alteration takes place". 5.3, added "maintenance manager" and "site supervisor". 5.3.1, added "and a copy provided to maintenance manager". 5.3.1.6, added "unless required by 5.3.1.5". 5.6, inserted "and provide proof to CMCSS". Added last sentence to final note. Updated associated documents and record retention table. Updated flowchart in accordance with changes to procedure.

11.0 FLOWCHART:

11.1 A flowchart detailing this process can be found below.

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End of procedure