

# ELEMENTARY SCHOOL CONSTRUCTION PROJECT

## Building Committee

Adopted by the Town Council on May 15, 2006

School Board representatives – all members

Town Council representatives – 2 members

Construction/Building Materials representative – 1 member

Engineering representative – 1 member

Art, Architecture and Design representative – 1 member

Environmental Impact representative – 1 member

Previous School Building Experience representative – 1 member

Citizen-At-Large representatives – 3 members

(one of these is preferred to be in the education field)

Note: All Building Committee members must be Brunswick residents. The Superintendent, Business Manager, and Facilities Director, as well as the Owner's Representative, will be ex officio members of the Building Committee.

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### Building Committee Job Description

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Although the School Board is the governing body required to take formal action to approve any site selection and/or construction project before presentation to the State Board of Education, the local legislative body, the Town Council, may establish a Building Committee to assist with such a project. The Building Committee will also need to work closely with representatives from the Department of Education Bureau of General Services and other state and local departments/agencies.

#### A) Functions

- 1) Assist the School Board with the interviewing and selection of an architect for the project.
- 2) Assist with the review and selection of potential sites for a new school to be built.
- 3) Approve the preliminary design phase drawings and the building budget estimates.

The preliminary design phase expands on the schematics as approved by the Planning Committee and State Board of Education. They show the extent of site, type of foundation, floor plans, elevations and working sections. Also included here are the outline specifications describing important items of work such as structural, mechanical and electrical systems, materials and other such essentials.

- 4) Approve the final construction documents and budget estimates.
- 5) Oversee the bidding procedure including establishing the final scope of the base bid and possible alternatives; approve the start of the bid process and obtain bids and select qualified bidders.
- 6) Negotiate and recommend the awarding of the final contract with the general contractor.

7) Perform contract administration.

The contract administration phase will commence with the award of a contract and will terminate at the end of the guarantee period.

- a) Nominate, supervise and meet regularly with the Clerk of the Works and Owners Representative.
- b) Review, at least monthly, the construction progress with the architect, general contractors and Bureau of Public Improvements representative.
- c) Review and approve/reject Change Order proposals.
- d) Check and approve payment verifications.
- e) Supervise punch-list inspection and verify completion of items listed.

B) Qualifications:

Members should have some knowledge of:

- 1) Building materials and products and their application.
- 2) Heating and ventilation systems, controls, power and lighting systems, fire alarms and sprinklers, intercoms, security, and fuels and energy conservation.
- 3) Interior design, use of various floor, wall and ceiling finishes.
- 4) Contracting, bidding, scheduling and change order systems.
- 5) Site and grounds.
- 6) Educational needs.
- 7) Local ordinances and state regulations on public buildings.
- 8) Responsibilities of the various governing boards and regulatory agencies, and the relationship between the general contractor and subcontractor.