



Book	BYLAWS AND POLICIES
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Edison School of the Arts is committed to providing a safe and healthful learning and working environment conducive to the highest quality of educational services.

The improvement and maintenance of our physical facilities involves a wide variety of projects, which, on an annual basis, will range from very small, relatively simple projects up to and including complex, major new facilities. Depending on the level of the activity, the involvement of certain construction professionals, such as architects, engineers, construction manager and environmental/industrial hygienists, is very critical to our ability to successfully and efficiently respond to the improvement and maintenance needs of our system. Because of the wide variety and complexity of the various types of projects, the level of involvement of these various professionals may vary.

Some projects can and, where permitted by law, may be designed and/or performed by IPS in-house personnel without needing the assistance of any of the various types of construction professionals. Other projects can, and where permitted by law, may be designed by IPS in-house personnel, but are of such a nature that would suggest some oversight, review, and assistance from one of the various types of construction professionals be involved. Finally, there are more complex and/or large projects that either must be planned and designed by one or more licensed construction professionals, or the nature of which would dictate that the responsibility for



the plan and design of the project should rest in the hands of one or more licensed construction professionals.

Therefore, the following shall be the policy of the Board:

- A. The facilities and safety committee shall develop and incorporate into an administrative regulation a method for identifying and pre-qualifying a pool of competent architects, engineers and other construction or construction-related professionals capable and willing to provide the type of construction and/or construction-related services to meet the construction and maintenance needs of the system. The method developed shall reflect the commitment of the Board to make such additional efforts reasonably appropriate to ensure that minority and women-owned professional firms, competent and willing to provide professional services to the Board, are identified and utilized. The Superintendent shall also ensure that any applicable requirements under Indiana Law for the selection of architects, engineers, and other construction professionals to be recommended for appointment are followed.
- B. Construction professionals providing professional services on Edison School of the Arts construction and maintenance projects shall be engaged in one of two ways:
  - a. Formal commissioning by the Board on a project-specific basis pursuant to a recommendation from the Superintendent to the Board.
  - b. As part of the services provided on an on-call basis by the construction professional recommended by the facilities and safety committee and appointed by the Board annually to provide on-call services for a period of one (1) year under the standard on-call professional services agreement approved by the Board. In this regard, upon the recommendation of the facilities and safety committee the Board shall annually appoint at least one (1) architect, one (1) structural engineer, one (1) mechanical/electrical engineer, one (1) environmental/industrial hygienist, and such other construction-related professional service providers as deemed necessary by the Board to meet the needs of the system for on-call services.
- C. Upon the recommendation of the facilities and safety committee, the engaging of the various types of construction professionals shall be governed by the following rules:
  - a. Any IPS construction or maintenance project estimated to cost in excess of \$1 million shall require the commissioning of an architect and/or engineer on a full- service basis for the particular project under a separate, project-specific professional service agreement prepared and submitted to the Board for approval.



- b. Any IPS construction or maintenance project estimated to cost less than \$1 million but which must by law be designed (and the resulting designs certified by seal) by a licensed architect or engineer and/or estimated to costs less than
  - c. \$1 million but more than \$25,000 and which by law may be designed by IPS in- house personnel, must either be assigned to an architect or engineer formally commissioned by the Board pursuant to paragraph B (1) above, or assigned by the Superintendent, without the need to obtain any further approval from the Board, to the Board's on-call architect engineer(s) then currently under contract to provide on-call professional services pursuant to paragraph B (2) above. In this latter case, the services provided shall be in accordance with the terms and conditions of the particular on-call contract, which services may range from simply reviewing design documents to having the direct and sole responsibility for the design of the project and otherwise providing a full range of professional services.
  - d. Any IPS construction or maintenance project estimated to cost less than \$25,000 and which by law may be designed by IPS in-house personnel may be planned and managed with or without the need to rely upon the services of one of the various types of construction professionals as the Superintendent in his/her discretion shall deem appropriate. If the Superintendent determines that the services of a construction professional are needed for a project in this category, the Superintendent shall take the appropriate steps to engage that professional by one of the methods permitted by this policy.
  - e. Environmental testing and analysis services required from time to time, including but not limited to compliance with air, water, and soil regulatory requirements (e.g. asbestos, lead, radon, and other hazardous chemicals and potential pollutants), and any project designs and/or specifications required, shall be assigned to and performed by the Board's on-call environment/industrial hygienist then currently under contract to provide those types of professional services as provided for under paragraph B (2) above.
- D. The facilities and safety committee is authorized to include in the administrative regulations to develop such additional rules as may be necessary to further implement the purpose and intent of this policy.