

ANACORTES SCHOOL DISTRICT #103

Revised: 7.06.06

Procedure No. 6921-P
Capital Projects

EDUCATIONAL SPECIFICATIONS

Educational specifications are written after consultation with appropriate staff, consultants and citizens. The content of a set of educational specifications would include all or part of the following items:

1. A statement of the educational philosophy as it pertains to the specific construction project.
2. Community and School Characteristics
 - a. The plan of organization and expected enrollments of the school
 - i. grade levels
 - ii. maximum expected enrollments with trends and projections, if necessary
 - b. The construction plan for the facility: Is it to be a new facility; an addition; or a phased program leading to a complete facility
 - c. Special services to be provided
 - i. guidance programs
 - ii. social worker's programs
 - iii. provisions for exceptional children
 - iv. other
 - d. Special provisions needed for community use
 - i. cooperative park/school arrangement
 - ii. parent-teacher associations
 - iii. community athletic programs
 - iv. other
 - e. Adult/community use of facility
 - f. The extent to which students shall be transported and the facilities that must be included to handle this service adequately
 - g. The cafeteria services to be provided and the maximum number likely to be served
 - h. The intended use of multiple use spaces
 - i. Other pertinent data relating to the project
3. Site Characteristics: site considerations necessary for this project
 - a. Site size and location defined
 - b. Recommended building orientation; service drives; passenger pickup and parking requirements for staff, students, and public; sidewalks and other approaches; outside lighting.



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4. Requirements of the Physical Plant
 - a. Instructional functions and spaces required. A statement of instructional purposes is to precede the description of each area.
 - i. Number of spaces required by function
 - ii. The relationships of these spaces
 - b. The non-instructional spaces required. Each space to be described by function and spaces required
 - c. Relationships of spaces required.
 - i. Inter-relationship between instructional areas
 - ii. Relationship between instructional and non-instructional spaces
 - iii. Relationship of spaces to site
 - d. Environmental factors should be described in terms of educational relationships or concerns
5. Additional information or comments as necessary to further interpret the educational program.

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Policy No. 6923
Capital Projects

ENERGY CONSERVATION

In light of the increasing cost and dwindling supply of conventional energy sources, a life cycle cost analysis shall be required of each major construction project. A life cycle cost analysis shall include a description of:

1. Insulation and heat retention factors;
2. Variable occupancy and operating conditions to be incurred by the facility;
3. Overall supply and demand of the facility's energy system and actual or potential utilization of outside energy sources, such as climate;
4. Initial cost of energy plant; and
5. An energy consumption analysis comparing alternative energy systems.

As part of its commitment to energy conservation, the district shall consider the use of at least one renewable energy system such as solar energy, wind or wood or wood waste, geothermal, or other non-conventional fuels in any construction or renovation project.



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Cross Reference:	Board Policy	6810	Energy Management/Education
Legal References:	RCW	39.35	Energy conservation in design of public facilities
	WAC	180-30-406	Energy conservation program — Life cycle cost analysis

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Policy No. 6925
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ARCHITECT AND ENGINEERING SERVICES

When considering the acquisition of architectural and engineering services the board of directors shall issue a notice in publication(s) of general circulation stating the general scope and nature of project(s) for which services are required. Effort shall be made to inform firms who employ minorities and/or women.

Interested firms will be requested to submit a statement of qualifications and performance data to enable the board to determine which architectural or engineering firm will best serve the needs of the district. Criteria for selection of a firm shall include, but not be limited to, quality and breadth of staff, design of similar projects, production capability, supervision and quality control, relationship with clients, cost estimates and budget control.

The superintendent is directed to establish necessary procedures to solicit and screen qualified engineers and architects. The superintendent shall recommend one or more firms to the board for its consideration. The board and the successful architectural or engineering firm shall enter into a contract for the necessary services. In the event of an emergency, the board may waive this selection process and secure such services as needed.

