

# Atlanta Public Schools

Department of Facilities

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## ***Construction Management Team***

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### **Facility Improvement Request – School Performed Procedures**

December 1, 2022

Periodically, schools, their corporate partners, Go Teams, PTA's or other outside groups desire to complete Facility Improvement Projects at APS facilities. The following steps are intended to guide and direct that process.

1. Submit a Facility Improvement Request form in consultation with your Maintenance Manager. Refer to the current version of the APS "Facility Improvement Request" form on the APS web site.
2. Refer to the current version of the APS "Facility Improvement Request – Standard Procedures" document on the APS web site.
3. Identify the conceptual budget and the funding source.
4. Facilities Services will assign a Project Manager to act as your support with regards to consultation, standards, inspections, ensuring a positive impact and safety for your teachers, parents and staff and the community, etc.
5. Confirm that the persons completing the project will be responsible for all planning, design, neighborhood meetings, notifications, documents, permitting, construction administration, etc.
6. All projects must be properly reviewed and permitted by the City of Atlanta and all other applicable agencies.
7. Confirm that the project must be totally self-funded by the school or sponsor without any funds from APS Facilities Services being directed to the project.
8. The Project Manager will review and approve progress documents and the final construction documents prior to the start of construction.
9. The Project Manager will engage with the respective project participants and design parties to ensure that any concerns we might have are addressed and that there is not an adverse impact upon the facility or the neighborhood.
10. The design and scope of work should be in accordance with the APS Design Guidelines, Bulletins to Design and Construction Professionals, APS Standard Specifications and all applicable local codes and ordinances.

#### Information to be provided as appropriate for the project

1. Contact information for Sponsor(s)
2. Contact Information for Architect or Engineer
3. Contact Information for Contractor

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4. Certificates of Insurance for Architect, Engineer, Contractor, etc. listing APS as the certificate holder as required by APS Procurement
5. Payment & Performance Bonds as required by APS Procurement.
6. Breakdown of the proposed budget
7. Project Schedule
8. Design Document Submittals
  - a. Schematic Design Documents
  - b. Design Development Documents
  - c. Final Construction Documents
9. Copies of all required permits (City of Atlanta, etc.)
10. Copies of all approved drawings
11. Confirmation of the final cost of construction
12. Copy of Certificate of Occupancy
13. Copy of close-out documents