

Atlanta Public Schools

Facilities Services Department

Construction Management Team

Capital Projects – School Performed Process Outline

July 1, 2013

From time to time schools, corporate partners, PTA's or other outside groups desire to complete capital improvement projects at APS facilities. The following steps are intended to guide and direct that process.

1. Submit a Capital Improvement and or Space Re-Allocation Request form in consultation with the Regional Manager. Refer to the "Capital Project – Request Procedures" (dated July 1, 2013).
2. 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.
3. Confirm that the persons completing the project will be responsible for all planning, design, neighborhood meetings, notifications, documents, permitting, construction administration, etc.
4. All projects must be properly reviewed and permitted by the City of Atlanta and all other applicable agencies.
5. 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.
6. The Project Manager will review and approve progress documents and the final construction documents prior to the start of construction.
7. 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.
8. 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

1. Contact information for Sponsor(s)
2. Contact Information for Architect or Engineer
3. Contact Information for Contractor
4. Certificates of Insurance for Architect, Engineer, Contractor, etc. listing APS as the certificate holder
5. Breakdown of the proposed budget
6. Project Schedule
7. Design Document Submittals
 - a. Schematic Design Documents
 - b. Design Development Documents
 - c. Final Construction Documents
8. Copies of all required permits (City of Atlanta, etc.)
9. Copies of all approved drawings
10. Confirmation of the final cost of construction
11. Copy of Certificate of Occupancy
12. Copy of close-out documents