

Children and adults learn and perform best in a safe and comfortable environment. Arlington Public Schools therefore provides safe, comfortable, accessible, efficient and attractive spaces for instructional programs and support functions for students and staff. The School Board provides for cyclical renewal of school facilities and other Arlington Public Schools buildings. It also provides for the systematic maintenance of major and critical building infrastructure components.

Arlington Public Schools provides a systematic, comprehensive planning process to ascertain the capital needs of the school system. Once every two years, the School Board reviews student and staff accommodation requirements reported in the Arlington Facilities and Student Accommodation Plan (AFSAP) and considers the Superintendent's recommendations to address those needs, which may include temporary buildings, construction, boundary or program placement changes, and reviews such reports or studies the School Board commissions concerning APS facilities. Once every two years, in the non-AFSAP year, the School Board reviews facility improvement and student accommodation needs and approves a six-year Capital Improvement Plan (CIP) to address identified needs in a cost-effective manner, with minimal disruption to the educational program and with involvement from staff, community and others. The School Board conducts a public hearing before adopting the CIP.

Arlington Public Schools involves stakeholders in the capital improvement planning process. The principal citizen group charged with reviewing and extending the student accommodation and capital improvement plans is the Advisory Council for School Facilities and Capital Programs (Facilities Council).

The School Board and the County Board collaborate systematically to maximize the efficient use of community resources and building space. Therefore, school facilities planning and the CIP are coordinated with the county staff and, as appropriate, county advisory committees. The School Board will participate with the County Board in a biennial joint briefing and worksession where both agencies share their Capital Improvement Plans in the early stages of development.

Capital Program Goals

The goals of the Capital Program are as follows:

1. Each Arlington Public School building will have:
 - Safe, effective and efficient mechanical systems including electrical, plumbing, heating, ventilation and air conditioning.
 - Sound structural elements including roof, doors, floors, walls and windows.
 - Effective and efficient illumination.
 - Adequate classroom space for the students who attend the school, including general classrooms and dedicated classrooms for students with specialized instructional needs.

- Adequate, safe outdoor space for the physical education/recreation activities of the school program and attractive landscaping elements that comply with the zoning regulations of Arlington County.
 - A reasonable number of parking spaces to accommodate persons with disabilities, visitors, school maintenance services, school supply deliveries, building staff, itinerant staff, other necessary services and limited student parking at high schools that do not inconvenience neighbors. (See 50-1.11 Transportation Demand Management.)
 - Adequate supplementary space to support the programs required for the instruction of the students who attend the school, including space for itinerant staff and staff who provide special programs supplementary to the regular instructional program and/or on a resource basis.
 - Appropriate gymnasium space.
 - Appropriate support space for the services provided to students in addition to instruction, including office, clinic, cafeteria and kitchen facilities.
 - Appropriate space for the support staff, including administrative offices and technical and support space.
 - Adequate infrastructure to support instructional and administrative technology.
 - Adequate and effective exterior, traffic and interior signage which is attractive and enables the staff, students and the public to access and use the facility.
2. Arlington Public Schools maintains and improves as required, each building where specialized instructional and/or recreational facilities required to support the programs of the Arlington Public Schools are housed. This includes, but may not be limited to, the swimming pools, track facilities, instructional support offices, adult education facilities and the planetarium. Where such facilities are operated jointly for the benefit of the Arlington Public Schools and some other entity, responsibility for maintenance and improvement will be appropriately shared.
 3. Arlington Public School facilities will comply with the requirements for facilities free of barriers to persons with disabilities as provided for in the Americans with Disabilities Act.
 4. At each phase of the CIP construction, APS will provide adequate and effective interior and exterior signage and efforts will be made to provide attractive and inviting buildings.
 5. Structures will be designed, built, operated and dismantled in an environmentally responsible manner, consistent with current and future budgetary considerations. Where feasible, each Arlington Public School that undergoes major construction or renewal will meet the requirements of the U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED) Program, or successor in function.

The Superintendent or designee prepares and updates guidelines, which detail the technical, spatial and educational specifications that implement the Arlington Public Schools capital improvement goals. These standards consider the operating and maintenance cost impact on future budgets and assure that each facility meets current standards for its intended purpose. The guidelines are publicly available. The School Board periodically reviews square footage

allocations for program spaces (space guidelines) to assure provision of adequate space in each facility.

Building Level Planning Committees

Communication with the various persons interested in school construction projects is critical. Project planning involves and informs various constituent and interest groups including parents, school administrative staff, teachers, Facilities staff, neighbors, relevant County stakeholders and local community association(s). For each major capital construction/renewal project, the School Board appoints a Building-Level Planning Committee (BLPC) to assist the Facilities and Operations staff and advise the School Board. The BLPC is the principal group to provide communication with the various constituent groups and assuring effective community engagement in the design and construction of the project. The Superintendent or designee facilitates the work of the BLPC in carrying out this critical communication function.

Individual Construction/Renewal Projects

The School Board reviews and approves architect/engineer contracts, concept options, schematic and final building plans including project budgets, and construction/renewal contracts for all bond-funded projects.

The School Board will participate with the County Board in a joint worksession at the beginning of each major project to allow both Boards to discuss concerns, express preferences regarding approaches to the project, and refine stakeholder groups. The School Board will approve projects at three stages of design: concept options, schematic design, and final design.

The Concept Options report consists of a written brochure that presents the Architect, APS staff, and BLPC's ideas about the program, building and site in a visual way. The Concept Options report will provide descriptions and initial sketches of at least three preliminary design ideas, highlighting functional relationships, placement on the site, and other relevant factors. The report will include the advantages and disadvantages of each option, comments from the PFRC (where applicable; see below for PFRC), and a report of the BLPC's preferences.

Schematic plans consist of a written brochure describing the building program, which reflects APS' needs and desires for the project. It will provide a schedule for completing design of the project and construction documents. The brochure will describe the programmatic square footages showing the relationships to the School Board Guidelines. Spatial relationships and design character are shown in sketches and drawings of the building and/or site as necessary to reflect the design concept for the project. They need not be to scale. The schematic design includes a cost estimate for the construction and a summary of the environmental assessment. Minor changes may be required as the design progresses.

Final building plans consist of an updated version of the schematic design brochure. This document includes updates on design issues, schedule, budget, or other relevant issues that may have changed during the design process. The final design is approved by the School Board prior to the release of the construction documents for bid.

For each bond-funded capital project, the School Board shall receive the project budget for approval at the time of construction contract award. In addition, the School Board shall receive periodic written reports on the physical and fiscal progress of all projects funded in the Capital plan.

Close out evaluation reports on each major construction project or renewal shall be presented to the School Board. The evaluation report shall contain fiscal, timeliness of completion, and building user information.

Modified Use Permit

Individual construction/renewal projects may require approval from the County Board in the form of a Use Permit. The purpose of the Use Permit is to ensure compliance with County environmental regulations and the zoning ordinance for S-3A Special District sites. Schools are considered a conditional use, and as such are subject to the County's Use Permit approval process under certain conditions. The criteria that are used to determine whether a Use Permit is required will be determined by the School Board in concert with the County Board.

The County's Use Permit process has been modified for application to Arlington Public Schools projects. Once the Use Permit has been applied for, formal presentations to the Public Facilities Review Committee (PFRC) and relevant advisory commissions will occur. The PFRC will review projects at the Concept Options phase, at Schematic Design, and at the Final Design Phase.

The structure, composition, framework of general principles, joint program goals, and administrative procedures for Schools and County capital projects are described in the PFRC Operating Guide. The Operating Guide will be approved by the County Manager and the Superintendent.

School Board approval of the final design will follow County approval of the proposed use permit.

The proposed design as well as the construction process will reflect site and construction guidelines approved by the Superintendent that incorporate typical use permit considerations.

Environmental Assessments

Arlington Public School projects are designed, constructed, and operated to enhance or to have minimal adverse effects upon the environment. The Superintendent or designee reviews each project to determine whether there will be significant environmental impacts. For those projects which are determined to produce significant adverse environmental impacts, the Superintendent or designee causes an environmental assessment to be prepared, distributed for comment, and made a part of the project's record. A summary of the initial review appears in the schematic plan document and a summary of the completed environmental assessment is included with the final plans approved by the School Board. Where an environmental assessment is required, the project final design will not be approved before preparation of the assessment is complete.

Reference

Arlington County Administrative Regulation 4.4, Environmental Assessment Procedure for Arlington County Government and School Projects. Noise Control Ordinance of Arlington County, Virginia.

Selection of Architectural and/or Engineering Firms

The School Board employs fully qualified firms to assist in the design and construction of major school renewal, expansion, or construction projects. Selection of such firms shall comply with the Code of Virginia and the Arlington Public Schools Purchasing Resolution.

Financial Management

The School Board approves the financial plan and adequate funding for the construction, renovation and maintenance of high quality school facilities in a cost-effective manner. The financial plan will include funding from the Bond Fund, the Capital Projects Fund and the School Operating Fund. Where projects are constructed for joint use with other entities, the cost of design, construction and maintenance will be appropriately shared.

Arlington Public Schools continually updates capital financial planning by comparing system-wide needs with resources, analyzing current revenues, estimating future bond issues and identifying potential fiscal implications. The Superintendent or designee will assess the level of capital investment necessary to meet the demands of growth and renewal that can be sustained while maintaining current service levels. This assessment will include a financial analysis regarding the impact on debt service prior to the Superintendent's presentation of the proposed Capital Improvement Plan (CIP). Major Construction projects, including but not limited to renewals, additions, and new construction may be funded by the issuance of general obligation bonds approved in a bond referendum or other long-term debt instruments or with available current revenues. When appropriate, the School Board requests the County Board to authorize a bond referendum.

Arlington Public Schools provides for the replacement of building systems and major components and such building alterations as may be required to meet the goals of the Capital Program outside of the Major Construction program through funds in the Capital Projects Fund for Minor Construction/Major Maintenance. The Superintendent or designee shall develop and

implement a procedure to systematically identify and prioritize such projects. Funding will be reviewed for the Capital Projects Fund during the annual budget process. Additionally, Capital Projects Fund monies may be carried over to facilitate successful project completion. Routine, preventive and emergency repairs are generally funded through annual operational appropriations.

A Minor Construction/Major Maintenance capital project is defined as a project of a non-recurring nature with a cost of \$15,000 or more and an estimated useful life of at least five years. If the cost of a particular item is less than \$15,000 for each alteration at a particular facility, but the cumulative cost of similar alterations at all facilities exceeds \$15,000, the project will be considered a Minor Construction/Major Maintenance capital project. Minor capital improvements not meeting the \$15,000 limit may be addressed with Operating funds for this purpose. The cost of a Minor Construction/Major Maintenance project will generally not exceed \$500,000.

The cost of a Major Construction capital project will generally exceed \$500,000 and have a useful life of at least 15 years. Major Construction capital projects can be financed with either current revenues or with bonds. If the project is financed by bonds, it should have a useful life similar in length to the repayment schedule of the bonds issued for that project.

Reporting

The Superintendent or designee provides information to the School Board to facilitate its monitoring of the financial aspects of the Capital Program:

- Project cost estimates when the schematic designs of a project are submitted for approval.
- Interim project cost estimates prior to the presentation of the final building plans when there is a substantial change to the costs of the project.
- Final project budgets as part of each project's contract award package.
- Quarterly Status Reports: For the Major Construction Projects, Bond Fund and Capital Projects Fund and for Minor Construction/Major Maintenance Projects, Capital Projects Fund.

In addition the Superintendent or designee informs the School Board in writing whenever the following conditions emerge:

- Any significant modifications to the design character and use of an approved project that would cause the approved total project budget to be altered.
- When the cost of any project is expected to exceed the original project budget.

The School Board will approve all individual change orders having significant impact on the project budget.

Capital Projects Fund

The Capital Projects Fund includes programs for Minor Construction/Major Maintenance and Major Construction.

Minor Construction/Major Maintenance – these projects are included in the Capital Projects Fund based on several factors, including input from Principals and building managers, facility assessments, statutory requirements, energy conservation goals, summer school commitments, School Board mandated requirements, and health and life safety enhancements. Minor Construction/Major Maintenance projects are funded by the School Board on an annual basis through the budget process from a list of priorities developed by the Superintendent or designee who is authorized to modify the lists of projects as appropriate to meet the emerging needs of the Schools.

Major Construction – these projects include, but are not limited to, renewals, additions and new construction, as well as the design of such projects. These projects are generally financed through debt instruments and accounted for in the Bond Fund. However, when current revenues are available, Major Construction projects may be financed using current revenues accounted for in the Capital Projects Fund. These projects are included in the Capital Projects Fund on an annual basis at the discretion of the School Board.

Building Alterations

Alterations to facilities, buildings and grounds will be performed in accordance with plans, approved by the Superintendent or designee, which are consistent with the Technical and Educational Specifications developed for new construction. The Superintendent or designee shall establish procedures to assure compliance with this policy.

Contract Services

Maintenance, repairs, modifications and alterations to Arlington Public Schools equipment, buildings and property will be performed by contract when deemed appropriate.

Communication with the Community

The Superintendent or designee coordinates with neighbors on the implementation of projects which may impact them. Such projects include placement of relocatable/modular units, play-structures, exterior lighting, landscaping/site work, and major roofing projects.

Signs on School Property

Signs advertising business or business products will not be permitted on school property, except for scoreboards in stadiums or gymnasiums when the advertising company pays for the entire cost, including maintenance, of the scoreboard. Building identification, informational and directional signs are provided during school construction or as may be necessary as governed by School Board goals, construction specifications and County zoning requirements.

Reference

Arlington County Zoning Ordinance, Section 26.

Occupant Health and Safety During Construction

Arlington Public Schools maintains a healthy, safe and habitable environment for school staff, students and other persons who are authorized to remain in facilities under construction. The Superintendent or designee develops procedures to assure that students and staff remain safe during construction projects. Activities that may be disruptive to school operations are identified and categorized. If activities are not able to be coordinated with school administrators, work will be scheduled after school hours, on weekends or student holidays. The Superintendent or designee assures that personnel knowledgeable about all federal, state, and local safety codes will conduct periodic safety assessments at all renewal projects sites and will inform the school administrator in writing of any findings. Such findings will be posted to inform school staff and parents of the conditions in the school.

Historic Preservation

Arlington Public Schools recognizes the importance of preserving and protecting places of historic value to promote the educational, cultural and economic welfare of the community. Consequently, the Superintendent or designee will assist the County Historical Affairs and Landmark Review Board (HALRB) to identify school properties of historic significance and assure appropriate preservation consistent with the overall mission of the public schools. The Superintendent or designee will assist the HALRB in preparing survey documents and recommendations. On a case by case basis, the School Board will review and support, not support or support conditionally applications for historic status affecting its property before they are submitted to the federal, state and local entities that have authority to designate historic landmarks and districts.

References

Arlington County Zoning Ordinance, Section 31A, Historical Affairs and Landmark Review Board
Code of Virginia, Section 10.2- 2200 et seq., Board of Historic Resources; Section 15.2-2306
Preservation of historical sites and architectural areas
National Historic Preservation Act (16 USC 470 Section 101 (a) (6))