

Capital Projects Policy

The administration of the Richland School District shall utilize the following guidelines with regard to capital projects.

1. Interest earnings in the Capital Projects funds shall be used as overall contingency for projects undertaken in accordance with the resolutions initiating the projects. These funds, however, shall be used conservatively. Whenever a project goes over budget requiring use of these funds, the board shall be notified and shall give approval.
2. The board shall be informed of a capital project's financial status at the following points:
 - a. At the time of signing a contract with the project architect.
 - b. After specifications have been developed and reviewed by staff.
 - c. At the time bids are authorized.
 - d. At the time bids are awarded.
 - e. At the time of final completion.
3. All changes to contractual terms and conditions for capital projects shall be approved by the school board.
4. The superintendent is delegated the authority to proceed with change orders in order to keep projects on schedule. The superintendent's authority to proceed with change orders is limited to change orders that are within the scope of the project design and do not in aggregate exceed budgeted contingency. A change order summary will be submitted for school board review and confirmation approval on a monthly basis.

Change orders that change the scope of the project design or that risk exceeding the budget contingency require advanced school board approval.

5. Actions requiring board approval for capital projects shall be placed on the board meeting consent agenda if the project meets the goals and objectives of the program, is within budget, and maintains a responsible contingency. Board items related to projects not meeting these criteria shall be placed on the regular agenda.

RSD #400

Adopted: April 27, 1993

Revised: October 28, 2008

Revised: February 11, 2014