

Office of Superintendent of Schools
Board Meeting of June 20, 2001

June 5, 2001

Facilities Planning and Construction
Suzanne A. Marshall, Chief Facilities Officer (Construction)

**SUBJECT: PROPOSED AMENDMENT OF SCHOOL BOARD RULES: FINAL
READING: 6Gx13- 2C-1.082, CONSTRUCTION COMMITTEES -
ESTABLISHMENT AND RESPONSIBILITIES; 6Gx13- 7B-1.06, SITE
SELECTION PROCEDURES**

The School Board of Miami-Dade County, Florida, announced on May 16, 2001, its intention to amend School Board Rule 6Gx13- 2C-1.082, Construction Committees - Establishment and Responsibilities, to include therein the organization and responsibilities of the site selection committee, which will review and issue recommendations on school sites and related school construction planning issues; and to amend Board Rule 6Gx13- 7B-1.06, Site Selection Procedures, to incorporate a site selection process and milestones, at the meeting of June 20, 2001.

The Notices of Intended Action were published in the *Miami Daily Business Review* on May 21, 2001, and posted in various places for public information and mailed to various organizations representing persons affected by the amended rule and to individuals requesting notification.

The time to request a hearing or protest the adoption of this rule has elapsed.

In accordance with the provisions of the Administrative Procedures Act, this amended rule is presented to The School Board of Miami-Dade County, Florida, for adoption and authorization to file the rule in the official records of The School Board of Miami-Dade County, Florida.

Attached are the Notices of Intended Action and the amended rules. Changes from the current rules are indicated by underscoring words to be added, and ~~striking through~~ words to be deleted.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, adopt amended Board Rules 6Gx13- 2C-1.082, Construction Committees - Establishment and Responsibilities, and 6Gx13- 7B-1.06, Site Selection Procedures, and authorize the Superintendent to file the rules with The School Board of Miami-Dade County, Florida, to be effective June 20, 2001.

SM:svl

NOTICE OF INTENDED ACTION

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, announced on May 16, 2001, its intention to amend Board Rule 6Gx13-2C-1.082, Construction Committees-Establishment and Responsibilities, at its meeting of June 20, 2001.

PURPOSE AND EFFECT: The purpose of the proposed amendment is to incorporate the functions of the site selection committee into the board rule which governs planning and construction of school facilities.

SUMMARY: The intent of the proposed amendment is to encourage and facilitate the integration of site selection with related construction planning activities, so that it will become a seamless process, and to promote broad-based community awareness and participation.

SPECIFIC LEGAL AUTHORITY UNDER WHICH RULEMAKING IS AUTHORIZED: F.S. 230.22(2); 230.23(22)

LAW IMPLEMENTED, INTERPRETED, OR MADE SPECIFIC: 230.32(1) F.S.

Revised
Subsequent
to Initial
Reading
on 05/16/01

IF REQUESTED, A HEARING WILL BE HELD DURING THE BOARD MEETING OF June 20, 2001, which begins at 1:00 p.m., in the School Board Auditorium, 1450 N.E. Second Avenue, Miami, Florida 33132. Persons requesting such a hearing or who wish to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative as provided by Section 120.541(1), F.S., must do so in writing by June 11, 2001, to the Superintendent of Schools, Room 912, at the same address.

ANY PERSON WHO WISHES TO APPEAL THE DECISION made by The School Board of Miami-Dade County, Florida, with respect to this action will need to ensure the preparation of a verbatim record of the proceedings, including the testimony and evidence upon which the appeal is to be based. (Section 286.0105, F.S.)

A COPY OF THE PROPOSED AMENDED RULE is available for public inspection and copying at cost by the public in the Citizen Information Center, Room 158, 1450 N.E. Second Avenue, Miami, Florida 33132.

Originator: Ms. Suzanne Marshall
Supervisor: Mr. Roger C. Cuevas
Date: May 3, 2001

Administrative Operations**SITE SELECTION AND CONSTRUCTION COMMITTEES -- ESTABLISHMENT AND RESPONSIBILITIES**

I. Establishment

The Superintendent of Schools (Superintendent) shall establish a Site Selection Committee, Capital Improvement Committee, a Building Committee, and a Technical Review Committee for the purpose of administering the capital outlay program.

II. Organization and Responsibilities

A. Organization of the Capital Improvement Committee

1. Membership -- The Capital Improvement Committee shall consist of the following:

a. Voting Members

Superintendent's Cabinet

The Deputy Superintendent, Management and Accountability, will serve as the Chair to the Capital Improvement Committee, and be responsible for preparing and distributing the Capital Improvement Committee agenda and minutes.

b. Non Voting Members

A representative of the Family and Community Involvement Advisory Committee

A representative of the Executive Board of Dade County Council PTA/PTSA

2. Responsibilities of the Capital Improvement Committee

The Capital Improvement Committee is the agency of the school administration responsible for overall review and evaluation of all phases of planning and construction of school facilities and serves as the

representative for The School Board of Miami-Dade County, Florida.

The responsibilities of the Capital Improvement Committee include the following:

- a. Establish priorities for new projects to be assigned by reviewing all requests for various resources.
- b. Review, on a regular basis, the construction progress report prepared and presented by Facilities Planning and Construction.

B. Organization of the Building Committee

1. Membership -- The Building Committee shall consist of the following:

a. Voting members shall consist of the following:

Chief Facilities Officer, Facilities Planning and Construction, who will serve as Chair to the Building Committee, and be responsible for preparing and distributing the Building Committee agenda and minutes.

~~Assistant Superintendent, Facilities Operations
Chief Facilities Officer (Maintenance), Facilities Operation~~

~~Executive Director, Architectural Support Services
Assistant Chief, Capital Improvement Projects~~

~~Deputy Superintendent for Education
Assistant Superintendent, Curriculum Support Services~~

Associate Superintendent, Information Technology

Appropriate Region Superintendent

Revised Pursuant to Board Direction on 05/16/01

Two staff members appointed by the Superintendent

One Principal appointed by the Superintendent

b. Non Voting Members

Facilities Planning and Construction staff as required

2. Responsibilities of the Building Committee

The Building Committee will review all phases of design for new construction and capital outlay renovation projects.

C. Organization of the Technical Review Committee

1. Membership -- The Technical Review Committee shall consist of the following:

a. Voting Members:

Deputy Superintendent, Management and Accountability, who will serve as Chair to the Technical Review Committee, and be responsible for preparing and distributing the Technical Review Committee agenda and minutes.

Chief Financial Officer, Financial Affairs

Deputy Superintendent for Education

Deputy Superintendent, School Operations

Chief Facilities Officer, Facilities Planning and Construction

~~Assistant Superintendent, Facilities Operations~~

Revised Pursuant to Board Direction on 05/16/01

Two staff members appointed by the Superintendent

b. ~~Non Voting Members~~
Support Staff

~~Executive Director, Capital Construction Compliance~~
Assistant Chief, Capital Improvement Projects

~~Executive Director, Architectural Support Services~~
Administrative Director, Capital Construction Compliance

~~Executive Director, Division of Project and Contract Management~~
Executive Director, Project and Contract Management

~~Director, Department of Capital Budget Planning~~
Executive Director, Capital Improvement Projects

Revised
Pursuant to
Board Director
on 05.16.01

2. Responsibilities of the Technical Review Committee

The Technical Review Committee establishes accountability for operational decisions in the construction program with staff members who have day-to-day responsibility in this area and establishes administrative regulations as are needed for administration of the Capital Improvement Program.

The responsibilities of the Technical Review Committee include the following:

- a. Review all districtwide requests for various capital resources and recommend program priorities to CIC for approval.
- b. Establish procedures to expeditiously approve all construction change orders prior to presentation to the Superintendent of Schools and the Board. Change items of less than \$50,000 may be approved by staff and paid, provided sufficient funds are available in the project contingency.

- c. Authorize or confirm expenditures of funds allocated to TRC for school plant research, emergency repairs, replacement of equipment, site improvement and other purposes.
- d. Review and approve for processing payment of fees to consultants when those invoices are for services beyond the contract scope for basic services. A report of all consultant invoices will be incorporated into the agenda.
- e. Review the capital outlay budget report. This report shall include fund expenditures, encumbrances, and balances.
- f. Review construction bids which are over the estimate and recommend the award or rejection of the bids to the Superintendent of Schools.
- g. Perform such other functions as are deemed necessary to effectively coordinate the district's Capital Improvement Program.

III. General Provisions

- A. Quorum -- A quorum shall consist of a majority of committee members.
- B. Meetings -- Meetings shall be held as designated by the members, or as called by the chair.
- C. Notice -- Notice of Sunshine meetings shall be posted at the Citizen Information Center.
- D. Agenda -- An agenda for each meeting shall be prepared by the chair or liaison. Special items may be added at the meeting.
- E. Minutes -- Minutes shall be kept of all meetings. A copy of the official minutes shall be distributed after formal approval to members of the committee, the Superintendent of Schools and Board Members.

- F. The committees will, through established administrative procedures for packaging of projects, affirmative assistance projects, advertisement of project, notification of potential consultants and/or bidders, and selection of consultants, ensure that Board Rules regarding Minority/Women Business Enterprise are implemented and applied to construction/capital outlay projects.

IV. Establishment and organization of the Site Selection Committee

The Superintendent shall establish a Site Selection Committee (Committee) for the purpose of overseeing school site selection activities. The Committee shall be organized and operate as set forth below.

A. Membership-The membership of the Committee shall be as follows:

- School Board member
- Deputy Superintendent for Education
- Chief Facilities Officer, Facilities Planning and Construction
- Deputy Superintendent, School Operations
- A representative from the Office of Capital Construction, as designated by the Chief Facilities Officer
- Region Superintendent(s), whose attendance shall be requested only in connection with the review of potential school sites or siting options in their respective region
- A representative of the Bi-Racial/Tri-Ethnic Advisory Committee
- The Chair of the Attendance Boundary Committee
- Two independent citizen representatives from each region, appointed by the respective region superintendents, whose attendance shall be requested only in connection with school sites or siting options within the region they represent
- A surveyor, real estate expert and appraiser, all of whom shall agree to abide by all the applicable disclosure and conflict of interest laws and procedures.
- For a period of one year from the date of appointment, two members from the Dade delegation

Revised Pursuant to Board Direction on 05/16/01

Revised Pursuant to Board Direction on 05/16/01

B. Committee functions and responsibilities - The Committee shall act in an advisory capacity to the School Board, and its primary area of responsibility shall be to review the feasibility of new school sites and/or all other school siting options. The Committee shall specifically ensure that:

1. The proposed site search conforms with and is included in the district's 5-Year Work Program;
2. The proposed site search furthers the district's goals to create additional student stations and relieve overcrowding;
3. There is a designated funding source for site acquisition and construction;
4. All sites and siting options are reviewed thoroughly as to their cost effectiveness, which shall include the potential for co-location partnerships with local governmental entities, and a review of the inventory of Board-owned sites and sites proposed for donation to the School Board.

C. Staffing of the Committee - The District Director, Governmental Affairs and Land Use Policy and Acquisition, and the Director of Site Acquisition and Leasing shall be non-voting members of the Committee and shall be responsible for providing staff support to the Committee, including but not limited to the preparation of agenda packets and meeting Minutes, analytical reports and supporting documentation required in connection with the presentation of options for the siting of new schools.

The Office of the School Board Attorney shall also designate a representative to provide legal staff support to the Committee.

D. Quorum - A quorum shall consist of any five voting members, provided however that at least one of the two citizen representatives from the region(s) in which the proposed sites under consideration are located, and the respective region superintendent must always be present.

E. Meetings - Meetings shall be held regularly on a monthly basis, unless there is no business to be conducted. All meetings of the Committee shall be held in the Sunshine, and

shall be advertised at least five working days prior to the regularly scheduled meeting date.

- F. Agenda - An agenda packet shall be prepared for each Committee meeting, and distributed to the Committee members at least seven working days prior to the regularly scheduled meeting date.
- G. Minutes - The Committee's meetings shall be recorded and summary minutes of each meeting shall be prepared by the Committee's designated staff. A copy of each meeting's minutes shall be distributed to the Committee members with the subsequent month's agenda packet for review and approval.
- H. Procedures - In its deliberations relative to potential new school sites and all school siting options, the Committee shall be governed by Board Rule 6Gx13-7B-1.06, Site Selection Procedures. The Committee, with the support of staff may develop supplementary procedures to assist with the site selection process, as long as said procedures are consistent with applicable board rule(s) and state law.
- I. Consultants - The Committee may request the assistance of experts, as it deems appropriate, in areas such as but not limited to: real estate appraising, A/E firms, land surveying, geotechnical, biology and eminent domain. Such expert services shall be provided by firms under contract with the district, as approved by the Board.

Specific Authority: 230.22(2); 230.23(22) F.S.

Law Implemented, Interpreted, or Made Specific: 230.32(1) F.S.

History

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

New: 11-16-94

Amended: 8-28-96

Technical Change: 5-1-98

NOTICE OF INTENDED ACTION

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, announced on May 16, 2001, its intention to amend Board Rule 6Gx13-7B-1.06, Site Selection Procedures, at its meeting of June 20, 2001.

PURPOSE AND EFFECT: The purpose of the proposed amendment is to adopt a formal process for site identification and selection for expanded or new school facilities, with specific activities and milestones.

SUMMARY: The intent of the proposed amendment is to formalize, streamline and make more manageable the process of site identification and selection in connection with expansions to existing school facilities or proposed new schools.

SPECIFIC LEGAL AUTHORITY UNDER WHICH RULEMAKING IS AUTHORIZED: F.S. 230.22(2); 230.23(22)

LAW IMPLEMENTED, INTERPRETED, OR MADE SPECIFIC: 235.19, F.S.; 235.193, F.S.

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Originator: Ms. Suzanne Marshall
Supervisor: Mr. Roger C. Cuevas
Date: May 3, 2001

Designing**SITE SELECTION PROCEDURES**

I. Rationale

These procedures are intended to supplement and not be in conflict with the Florida Statutes dealing with the responsibility of the School Board (Board) and of the Superintendent of Schools (Superintendent) in selecting and developing school sites.

As with any expenditure of public funds, the cost of acquiring a school site should be an important consideration. However, the least expensive site may not prove to be the most economical in the long run. Although substantial, land costs comprise only a small fraction of the total investment in the school plant and should be kept in proper perspective.

The superior characteristics of a site, to meet the long-range needs of the community should generally outweigh the cost advantage of an inferior site which only partially meets the needs. When the number of years a school will serve the community is considered, the additional cost of acquiring a well-located site of adequate shape and size is reduced to its proper significance.

The selection of a school site concerns the entire administrative staff and some formal procedure is required to ensure that no aspect of the selection process will be overlooked. Since each site has its own particular characteristics and must be considered individually, the order in which certain information is obtained may vary from time to time depending on need. Also, not all factors will be pertinent to every site and the importance attached to one such factor in a given situation may not be the same in another due to different local conditions and needs.

~~The Superintendent shall have the discretion, in accordance with Board Rule 6Gx13- 2C-1.15, to establish a~~ A Site Selection Committee (Committee) shall be established, which shall meet and to review and make recommendations on the listing of appropriate sites, taking into account the effect of the various elements listed in paragraph II-C.

~~If the Superintendent does not exercise his/her discretion to establish a School Site Selection Committee, he/she shall forward a recommended site(s) directly to the Board for final approval.~~

Use of the following ~~procedural outline as a guide~~ procedures should provide reasonable assurance that the best possible sites are being acquired, and all possible options are explored ~~for~~ with the least expenditure of public funds.

II. Site Search and Acquisition

All site searches for new schools or school expansions shall be in accordance with the district's 5-Year Work Program (WP). Any requests for the search and acquisition of sites for new schools or school expansions, which are not included in the district's WP, shall first be submitted to the Board for consideration and action as an amendment to the WP.

H.III. Site Selection Procedures

- A. Utilizing the current State Department of Education Survey and the district's priorities as contained in the 5-Year Work Program, which seek to provide in a cost-effective and time-sensitive manner, additional student stations to relieve overcrowded conditions and accommodate current and projected growth, district staff shall determine the following site requirements prior to purchase or selection of a site:
1. Location boundaries.
 2. Educational, recreational and community requirements.
 3. Minimum site size.
 4. Existing schools to be relieved, and/or new attendance areas to be served.
 5. Anticipated date needed for construction.
 6. Other special requirements which may affect site size and/or location, and/or type and number of school siting options, such as co-location and partnership opportunities with other entities.
- B. The district shall ~~not~~ carefully consider the viability and cost effectiveness of siting schools in the following areas in as part of the its site selection process; for new schools or in connection with the expansion of existing sites:
1. Existing and planned wellfield protection areas, unless permitted by waiver, exemption or other approval by the appropriate governmental agency,
 2. Wetlands, except when the area is small enough to be incorporated and protected in the site when developed, and/or unless permitted by waiver, exemption or other approval, such as mitigation, by the appropriate governmental agency(ies).

- C. The district shall not purchase sites for schools nor build new schools outside of the Urban Development Boundary (UDB); ~~and purchases~~ . Purchase of sites for new elementary schools shall be located at least 1/4 mile inside the UDB; purchases of sites for middle schools shall be located at least 1/2 mile inside from the UDB; and purchases of sites for high schools shall be located one mile inside from the UDB. Any deviation from this rule ~~is subject to~~ shall require a majority vote of the Board.
- D. Working with community agencies, governmental entities, land owners, developers, and realtors, staff shall prepare a comprehensive listing of all properties which appear to meet the basic site requirements identified in paragraph ~~H.A.~~ III.A. The listing shall include privately owned land sites Revised Subsequent to Initial Reading on 05-16-01 designated for donation to or purchase by the Board and Board owned property.
- E. For each site listed per paragraph ~~H.D.~~ III.D., the following preliminary Revised Subsequent to Initial Reading on 05-16-01 information shall be obtained and documented by the appropriate district staff for presentation to, and review by, ~~the Superintendent or the Site Selection Committees if appointed.~~ Said information shall be compiled and documented in accordance with the site selection process and milestones identified in Exhibit 1, attached hereto and made part of this rule. The forms referenced in said Exhibit and also attached hereto and made part of this rule, may be modified or supplemented from time to time to further facilitate the process of gathering and documenting information, subject to Committee approval each time.
1. Is the size adequate?
 2. Can the site be expanded if needed?
 3. a) Is the site intended to give relief to an existing school? If and if so, does this site provide such relief? b) Are there any pending or approved charter school applications which would impact the proposed school and/or site search or siting options?
 4. Is this a site that has been reserved in a recorded subdivision, or set aside for donation to or purchase by the Board due to Developmental Impact Committee (DIC) or Development of Regional Impact (DRI) approvals?
 5. Is the site near the approximate center of its intended service area, and is it removed as far as possible from the influence of through traffic arteries, while still being accessible to school buses and private vehicles for student delivery and pick-up?

6. Will the site further the goals of bi-racial and tri-ethnic distribution of students?
7. What are the long-range effects of the site on the attendance boundaries of surrounding schools?
8. Is the site available for sale, or may condemnation be necessary?
9. Will any residents require relocation?
10. Are the findings of the State Department of Education, Educational Plant Survey consistent with current and projected population and building trends, as promulgated by the Miami-Dade County Planning Department, and/or the Bureau of Business and Economic Research?
11. Are the land use patterns sufficiently established to give reasonable assurance that the site will be properly located and usable in the future?
12. Would a school in this location further the objectives of the county and municipal comprehensive development master plans by providing a logical focal point for community activities?
13. Is the site adjacent to an existing or planned public recreation area which will make possible the joint use of facilities?
14. Are there any existing or anticipated uses in the area which could adversely affect the site due to traffic generation, noise, odor, safety or other factors?
15. Are there any major street improvements or expressways planned in the vicinity which could affect the site or the intended service area?
16. Will the students be required to cross a canal, railroad, major street or other physical hazard, or pass through or by a commercial, industrial or other non-residential area in order to reach the site?
17. Are there any archeological, or historical designations, or any biological, zoning or environmental problems (e.g., incinerators, active or inactive dump sites, toxic soil, abandoned or faulty underground storage tanks) attached to the property or its surrounding area, that could adversely impact the district's ability to make reasonable and timely use of said property for the intended purpose?

18. Is the site in ~~the approach~~ any of the restricted land use zones of an airport? If so, does this constitute an unusual hazard or present noise problems, and/or are there restrictions on development of the site for the intended purpose?
19. Are there any utility, drainage or other easements affecting the site, and if so, will they involve additional expense or restrict the use of the site?
20. Are utilities available on the site? If not, how can they be provided? To what extent will this increase development costs?
21. What dedications are involved or requested?
22. Will fill be required? If so, to what extent will this increase development costs?
23. Will street improvement be necessary? If so, to what extent will this increase development costs?
24. Are there any apparent and/or known sub-soil conditions which will increase construction costs?
25. Will clearing be necessary? Will buildings have to be removed? Are there any special clearing problems? If so, to what extent will this increase costs?
26. Is waste collection and fire flow adequate? If not, to what extent will it increase development costs? Is fire and police protection adequate?
27. Has a preliminary title search been made? Are there any special problems?
28. Are the traffic control devices and road capabilities sufficient for the current, and future, protection of students?
29. Are the present and projected uses of property adjacent to the school-site ones that are compatible with the operation of the proposed educational facility?
30. Are there any other special features that commend one site over another?
31. What is the anticipated land cost?

32. What is the total anticipated cost of purchasing and preparing the site?
- F. Prior to convening ~~an initial Site Selection~~ the Committee for site review, an advertisement will be placed in a newspaper of local distribution which identifies the site search boundaries, specifies the date, time and location of the ~~Site Selection~~ Committee meeting, and invites the public to attend and comment.
- G. The Committee shall, using a systematic approach, reduce the number of sites to be considered to not more than five. The Committee may request additional information from staff, conduct site inspections, or request special consulting services, in order to obtain more specific and accurate information regarding the remaining sites. Such information ~~may~~ shall include:
1. Subsurface investigation, to include environmental, archeological or historic restrictions or constraints.
 2. Specific estimates of land values and improvement/infrastructure costs.
 3. Estimates of acquisition time.
 4. Evaluation of acquisition problems, if any.
 5. Evaluation of environmental, recreational, and attendance boundary factors.
- H. The Committee shall then reduce the number of sites to not more than three and shall rank them in order of overall preference. A written recommendation shall be submitted by the Committee to the Superintendent for review.
- I. The Superintendent ~~of Schools~~ shall, after review of the recommendation of the ~~Site Selection~~ Committee and taking into account time and economic constraints, if applicable:
1. Determine the preferred site.
 2. Secure required appraisal(s) of value (if not previously obtained).
 3. Secure a survey and borings (if not previously obtained).
 4. Prepare a cost analysis indicating anticipated land cost and all fill, utilities, and other pertinent site improvement costs.

5. Determine if any relocation assistance will be required and estimate assistance costs.
 6.
 - a) Notify each property owner located within the selected site in writing that his/her property has been selected by the ~~Site Selection~~ Committee for acquisition of, or construction of an educational facility.
 - b) If applicable, reconvene the ~~Site Selection~~ Committee in order that affected property owners may provide public comment. Such property owners shall be notified in writing of the date, time and location of the ~~Site Selection~~ Committee meeting.
 7. Submit a recommendation to the Board for acquisition of, or construction on the preferred site.
 - a. Notify each property owner located within the selected site in writing that his/her property will be recommended to the Board for acquisition of, or construction of an educational facility. Such notice will be sent with sufficient time to allow the property owner an opportunity to speak before the Board and shall include the date and time of the Board meeting.
- J. Upon approval of the Board, the Superintendent shall:
1. Submit approved site location to such agencies as directed by local, state, and/or Federal legislation, regulations or guidelines.
 2. Negotiate for and, if necessary, initiate eminent domain proceedings for the condemnation of the approved site.
 3. Negotiate and enter into agreements with the appropriate governmental agencies for:
 - a. Relocation of residents, if necessary.
 - b. Water, sewer and fire protection services.
 - c. Necessary street and traffic signalization improvements.
 - d. Other agreements required for development of the school.

EXHIBIT 1SITE ACQUISITION PROCESS & MILESTONESPhase 1.

Based on the 5-Year CIP Work Program (WP), at least 24 months prior to the projected start of construction of a school facility, prepare Form 1, for the applicable Region's review and sign-off. This Form identifies the general search boundaries for the proposed school, any relevant educational, recreational, and community requirements that may be applicable, minimum required site size, schools to be relieved by the proposed new school, and projected construction date per the WP.

Timeframe: Allow two weeks for review and approval of each form by the appropriate Region Superintendent and Deputy Superintendent of Operations.

Phase 2.

Based on the information submitted by the Region(s), identify all known available sites that meet the Region's approved parameters, including Board-owned sites, properties designated for donation to the School District, properties set aside by developers/property owners for purchase by the District, as approved by the Board, and properties owned by public entities which might be made available to the District under cooperative partnerships. This information shall be recorded on Form 2.

Timeframe: Allow four weeks for preparation of a property inventory for each site. Submit the information to the appropriate Region(s) Superintendent and the Deputy Superintendent of Operations, and allow two weeks for their review, input and preliminary sign-off on the inventory.

Phase 3.

Complete Form 3 and Form FM 5457 for each site recommended for further research by the Region Superintendent and Deputy Superintendent of Operations, and contact the owner(s) of each site in writing advising of the District's interest and requesting authorization for access. Where access is granted, request inspections by District approved consultants. Inspections should include, as appropriate, environmental assessments, research of property records for environmental, historic, utility encumbrances or other property restrictions or constraints that may impact site development, and requests for jurisdictional statements of wetlands from D.E.R.M, the South Florida Water Management District and the Corps of Engineers.

Timeframe: Allow up to ten weeks for completion of this task. Actual time may be shortened or extended, depending on the number of properties involved, extent of investigation required (including preliminary jurisdictional determinations), property owner response, and turn-around time from the district's consultants.

Phase 4.

Convene a meeting of the Committee, to present preliminary findings and obtain input. The meeting shall be advertised as prescribed under the applicable Board rules, and specifically notify the potentially impacted property owners. Through the Committee process, reduce the number of eligible sites to five. If less than five sites were initially identified, reduce the number of sites to three.

Timeframe: Allow four weeks for meeting preparation.

Phase 5.

Following the Committee meeting, Staff shall conduct additional due diligence, and present such information to the Committee for final review. At this second meeting, the Committee shall reduce the list of sites to no more than three and rank them in order of preference.

Timeframe: Allow ten weeks for meeting preparation (appraisal(s), and/or survey, and/or soil borings). The owners of record, or their authorized representatives, of the sites on the final list shall be invited to attend the meeting and participate.

Phase 6.

Submit the final list of properties to the Superintendent for review and approval of the preferred site, and prepare a Board item on the recommended site's acquisition, requesting authorization to negotiate with the property owner(s) of record or their designated representatives. Where the selected site's property owner has refused to consider a sale to the School District, the feasibility of eminent domain shall also be discussed in the Board item. The District's eminent domain legal counsel shall be consulted on these matters.

Timeframe: Allow up to six weeks for review and preparation of Board item.

Phase 7.

Using the District's established Management Team process, negotiate with property owner(s), or their designated representatives, or proceed with eminent domain, as authorized by the Board.

Timeframe: Allow up to six weeks for negotiations to conclude, where the proposed purchase does not involve eminent domain. Where eminent domain is proposed, a plan of action shall be prepared by the District's eminent domain legal counsel.

Average total time required for site selection and purchase (except where eminent domain is involved): 11 months

GOVERNMENTAL AFFAIRS AND LAND USE POLICY AND ACQUISITION
SITE SEARCH BOUNDARIES - FORM 1

Date: _____

Region: _____

State designation of proposed school: _____

Proposed construction date (per 5-year WP): _____

General search boundaries for proposed school (attach map if desired):

Northern boundary:

Southern boundary:

Western boundary:

Eastern boundary:

Minimum required site size: _____

Schools to be relieved:

Special educational considerations, which affect site selection and should be considered:

Special recreational considerations, which affect site selection and should be considered:

Special community considerations, which affect site selection and should be considered:

Approved:

Region Superintendent

Deputy Superintendent of School Operations

GOVERNMENTAL AFFAIRS AND LAND USE POLICY AND ACQUISITION
SITE EXPANSION BOUNDARIES - FORM 1 (A)

Date: _____

Region: _____

Site location: _____

School impacted: _____

Proposed use: _____

Proposed construction date (per 5-year WP): _____

Special educational considerations, which affect site selection:

Special recreational considerations, which affect site selection:

Special community considerations, which affect site selection:

Approved:

Region Superintendent

Deputy Superintendent of School Operations

GOVERNMENTAL AFFAIRS AND LAND USE POLICY AND ACQUISITION
SITE INVENTORY - FORM 2

Date: _____

Region: _____

State designation of proposed school: _____

Site location:

Site square footage/acreage: _____

Ownership:

Is property designated for donation to the School Board? If yes, by whom and when?

Is property set aside for purchase by the School Board? If yes, by whom and when?

If property is owned by a public entity, has partnership been explored? If yes, provide details.

Completed by:

Reviewed by:

Print name and initial

Print name and initial

GOVERNMENTAL AFFAIRS AND LAND USE POLICY AND ACQUISITION
SITE CHARACTERISTICS REPORT - FORM 3

Site Location: _____

Checklist:

(Write Y for YES, N for NO, N/A for NOT APPLICABLE, and N/K for NOT KNOWN, next to each of the following items. Where needed, attach additional information or back-up materials)

1. Site is adequate in size _____
2. The site is adequate to relieve one or more schools listed on *SITE SEARCH BOUNDARIES FORM* _____
3. Site has been set aside or reserved for donation or for purchase by District _____
4. Site is accessible for student pick-up/drop-off and removed as far as possible from through traffic roads _____
5. Site's location would further multi-ethnic distribution of students _____
6. Site will have long-range effects on attendance boundaries of surrounding schools

7. Site is available for sale _____
8. Residents' relocation would be required _____
9. Surrounding land uses are sufficiently established/known to ensure site location is appropriate _____
10. Site is compatible with county/municipal master plan _____
11. Site is adjacent to existing or proposed public recreation area which would facilitate joint use _____
12. There are existing or potential incompatible land uses in the area _____ (List)
13. There is sufficient road capacity or improvements are planned already _____. If not, estimated improvement cost is \$ _____
14. The site is free and/or removed from physical barriers, such as canals, railroad, major roads, industrial/commercial or other non-residential areas _____
15. Based on the preliminary information available, the site is free of environmental, biological, archeological, historic, or zoning problems, or other known encumbrances, such as deed restrictions _____
16. The site is away from the airport approach zone or other noise restricted areas

17. Site has no utility easements encumbrances _____
18. Utilities are available (water, sewer, fire flow) _____. If not, estimated cost is \$ _____
19. Road dedications are in place _____
20. The site does not need fill _____. If fill is needed, estimated cost is \$ _____
21. Site is free of structures _____. If not, estimated cost to remove is \$ _____
22. Waste collection services are readily available _____
23. Title is clear based on preliminary title search _____
24. Traffic control devices are available _____. If not, estimated cost is \$ _____
25. Special site features that make this site desirable _____
26. Anticipated land cost is \$ _____
27. Anticipated land preparation costs are \$ _____

Total est. land/development costs \$ _____

Specific Authority: 230.22(2); 230.23(22) F.S.

Law Implemented, Interpreted, or Made Specific: 235.19; 235.193 F.S.

History THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

Repromulgated: 12-11-74

Amended: 1-6-88; 4-19-89; 10-4-89; 10-10-90; 4-13-94; 6-22-94; 7-9-97



EDUCATIONAL PLANT SITE REPORT

TO: Department of Document Control and Educational Facilities Administration
155 N.E. 15th Street, Room 102
Miami, Florida 33132

RE: Miami-Dade County CODE: 6A-2 SREF 94 SREF 97 SREF 99

Facility Name _____

OEF Project # 13- _____ OEF Location # _____

MDCPS Project # _____ MDCPS Location # _____

Project Description _____

A. In accordance with section 235.19, Florida Statutes, a proposed school site has been selected and is further described as follows:

(When selecting a site, it is preferable to avoid locations adjacent to, or near high voltage power transmission lines. If this condition is unavoidable, it is recommended that play areas and buildings be located at least 250 feet from the edge of the power line right of way.)

1. This proposed site is to be used for _____ as referred to in Educational Plant Survey Report, dated _____, page _____, Supplement dated _____, 20____; or

2. The site is not recommended in the current Educational Plant Survey, but according to our long-range comprehensive educational plant plans, we would like to use it for _____

3. This site is to be a (purchase)(lease/purchase)(gift)(lease for more than a year).

4. This site is located in a flood plain area: Yes No (Section 235.26, F.S.)

5. This site coordinated with _____ in _____ (Section 235.193, F.S.)
(planning agency) (month and year)

6. Written notice provided to _____ in _____ for traffic control and safety devices so they can be installed and operating prior to the first day of classes.
(municipal, county, regional & state governmental agency) (date)

7. (a). Estimated cost (above purchase price) to make site suitable (grading, piling, on-site water, sewage, etc.) _____
(b). Soil test (borings) indicate suitability for building: Yes No

8. Site free of right-of-way easements: Yes No If no, explain: _____

9. Number of acres on site: _____; ultimate student capacity: _____. If site is under minimum requirements, attach site exception, FM-5456, and required evidence as provided in Section 235.19(2), Florida Statute.

10. Name of city, community, or subdivision: _____

11. Property locally known as: _____

12. The legal document to have a reverter clause: Yes No

13. Was the site ever used as a landfill? Yes No

14. The site complies with requirements regarding airports: Yes No (Section 93.164, F.S.)

15. The site contains archeological, architectural, and/or historic resources as set forth in Section 267.021(3), F.S.:
 Yes No

B. Description and location with respect to nearest streets or roads, shown on attached sketch: (include dimensions, nearest major street or road, distance from roads and streets shown.)

C. It is requested that this site be inspected in order to establish eligibility for expenditure of State Capital Outlay Funds as this site.

Signature _____ Date _____, 20____
(Superintendent's Designee)

EDUCATIONAL PLANT SITE REPORT
(Sections D., E., and F. are to be completed by the EFCO/CBO)

D. Location of site is approved: Yes No Approved by _____ Date _____

E. Report of site inspection:

1. The following comments are made with respect to the information given in Section A.: _____

2. a. Location features (Yes, No, Type)

Adjoins right of way railroad
Adjoins right of way highway
Under flight pattern
Adjacent to factory
Adjacent to property with interference
to the school program by noise
to the school program by odor
Could be expanded
Utilities available: Water
Sewage
Electricity
Gas

b. Physical features (Yes or No)

Flood plain are
Well drained
Sink holes
Reasonably free of mud
Soil adapted to landscaping
Soil adapted to physical education purposes
Shape of site adapted to educational purposes
Adequate street access for bus traffic
Adequate street access for auto traffic

3. Right-of-way restrictions: _____

4. Inspected by _____ Date of inspection _____

F. Action by the District's Educational Facilities Compliance Officer (E. F. C. O.)

Based on information furnished hereon, and other survey records, this site (is)(is not) approved for: (purchase) (lease/purchase) (lease for more than one year) and is approved for (a) expenditure of state Capital Outlay Funds, (b) local funds only.

Stipulations: _____

Signature _____ Date _____, 20____
 (Educational Facilities Compliance Officer (E. F. C. O.))