

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

**SUBJECT: PROPOSED PROMULGATION OF NEW SCHOOL BOARD RULE: INITIAL  
READING 6Gx13- 2C-1.083, EDUCATIONAL FACILITIES PLANNING,  
SITE SELECTION AND ACQUISITION, AND CONSTRUCTION**

**PROPOSED REPEAL OF BOARD RULES: INITIAL READING  
6Gx13- 2C-1.082, CONSTRUCTION COMMITTEES - ESTABLISHMENT  
AND RESPONSIBILITIES  
6Gx13- 2C-1.15, SCHOOL SITE SELECTION COMMITTEES-  
ESTABLISHMENT AND RESPONSIBILITIES  
6Gx13- 7A-1.061, EDUCATIONAL SPECIFICATIONS - DEVELOPMENT  
6Gx13- 7B-1.06, SITE SELECTION PROCEDURES**

This item is submitted for the consideration of the Board due to a need to revise written procedures to be responsive to legal requirements, current practices, the Audit Committee's recommendations, OPPAGA's May 2001 comments on the District's land acquisition practices, and Board direction as of May 2001. The new rule incorporates into a single rule the requirement of the four rules being repealed. Attached are the Notices of Intended Action, the proposed new rule, and the four rules proposed for repeal.

Authorization of the Board is requested for the Superintendent to initiate rulemaking proceedings in accordance with the Administrative Procedure Act for the promulgation of new School Board Rule 6Gx13- 2C-1.083, Educational Facilities Planning, Site Selection and Acquisition, and Construction, and the repeal of School Board Rules 6Gx13- 2C-1.082, Construction Committees - Establishment and Responsibilities; 6Gx13- 2C-1.15, School Site Selection Committees - Establishment and Responsibilities; 6Gx13- 7A-1.061, Educational Specifications - Development; and 6Gx13- 7B-1.06, Site Selection Procedures.

**RECOMMENDED:**

That The School Board of Miami-Dade County, Florida, authorize the Superintendent to initiate rulemaking procedures in accordance with the Administrative Procedures to:

1. promulgate new School Board Rule 6Gx13- 2C-1.083, Educational Facilities Planning, Site Selection and Acquisition, and Construction; and
2. repeal School Board Rules:  
  
6Gx13- 2C-1.082, Construction Committees - Establishment and Responsibilities; 6Gx13- 2C-1.15, School Site Selection Committees - Establishment and Responsibilities; 6Gx13- 7A-1.061, Educational Specifications - Development; and 6Gx13- 7B-1.06, Site Selection Procedures.

SAM:svl

## NOTICE OF INTENDED ACTION

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, announced on October 24, 2001, its intention to promulgate new Board Rule 6Gx13- 2C-1.083, Educational Facilities Planning, Site Selection and Acquisition, and Construction, at its meeting of December 12, 2001.

**PURPOSE AND EFFECT:** The purpose of the proposed rule is to consolidate and streamline the coordination of functions and activities inherent to facility planning, site selection and acquisition, and facility construction, to provide for oversight of said functions and activities by two standing committees; the educational facilities committee and the technical review committee; and to ensure that specific parameters are established for due diligence in site selection and acquisition.

**SUMMARY:** The intent of the proposed amendment is to facilitate the integration of facility planning, site selection and construction activities into a seamless process under the umbrella of a broad-based citizen committee and an in-house technical review committee, and to ensure that thorough due diligence is undertaken by the District as part of its site selection and acquisition efforts.

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

**LAW IMPLEMENTED, INTERPRETED, OR MADE SPECIFIC:** 73.015; 112.3143; 235.05; 235.054(1)(a)(b); 235.054(6); 235.15; 235.18; 235.185(2)(3); 235.19; 235.193; 253.025(6)(b), 286.011, F.S.

IF REQUESTED, A HEARING WILL BE HELD DURING THE BOARD MEETING OF December 12, 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 November 19, 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 RULE is available for public inspection and copying by the public in the Citizen Information Center, Room 158, 1450 N.E. Second Avenue, Miami, Florida 33132.

Originator: Ms. Suzanne A. Marshall  
Supervisor: Mr. Roger C. Cuevas  
Date: October 10, 2001

Administrative Operations**EDUCATIONAL FACILITIES PLANNING, SITE SELECTION AND ACQUISITION, AND CONSTRUCTION**

- I. Intent --The intent of the School Board is:
  - A. To establish a broad-based, external educational facilities committee, to be called School Site Planning and Construction (SSPC) Committee, to advise the School Board on the implementation of the District's adopted five-year work program, and to make independent recommendations to the School Board and the Superintendent of Schools, which promote internal accountability and facilitate efficient and effective delivery of public educational facilities throughout Miami-Dade County.
  - B. To establish an internal, interdisciplinary staff committee, to be called Technical Review (TR) Committee to provide staff coordination, accountability and oversight of the formulation and implementation of the District's adopted five-year work program.
  - C. To establish policies, procedures and assign responsibilities for the planning, site selection and acquisition and construction of educational facilities that will provide for public educational plant needs throughout Miami-Dade County in accordance with School Board policy and State law as set forth in Chapter 235, Florida Statutes (F.S.).
  - D. To ensure that all priority educational facility projects are included in the District's adopted five-year work program as provided in Section 235.185(3), F.S. and that any changes to the adopted five-year work program are supported by identified needs and priorities and approved by the School Board.
  - E. To integrate the District's planning, site selection and acquisition and construction functions so that educational facilities are available on a timely and cost-effective basis in accordance with the District's adopted five-year work program.

- F. To establish policies and procedures for land acquisition in accordance with Chapter 235, Florida Statutes.
- G. To establish effective procedures for obtaining appraisals pursuant to Section 235.054, Florida Statutes, and for reviewing said appraisals in instances where there are divergent estimates of market value on the same property.
- H. To establish procedures and assign responsibilities to provide full information to the School Board on all recommended land purchases including the estimated cost of any work that must be performed on an unimproved site to make it usable for the desired purpose, appraisals of market value obtained in connection with the proposed acquisition, and any other material information.

II. School Site Planning and Construction Committee

- A. Establishment -- The School Board shall establish as a standing, external committee, an educational facilities committee, to be called the School Site Planning and Construction (SSPC) Committee, which shall include parents, business community representatives, construction and real estate professionals and other community stakeholders, and which shall serve in an advisory capacity and report directly to the School Board.
- B. Purpose -- The purpose of the SSPC Committee shall be as follows:
  - 1. To advise the School Board on the formulation, priorities and implementation of the District's adopted five-year work program for educational plants and other related matters;
  - 2. To make recommendations to the School Board on site acquisitions, including alternatives, if any; and
  - 3. To make independent recommendations to the School Board and to the Superintendent of Schools which promote internal accountability

and facilitate more efficient and effective delivery by the District of public educational facilities throughout Miami-Dade County.

C. Responsibilities -- The responsibilities of the SSPC Committee shall be as follows:

1. Provide input, priorities and monitor the formulation, amendment and implementation of the District's five-year work program and other long-range plans as prescribed by Section 235.185, F.S.;
2. Provide input and monitor the District's educational plant survey as prescribed by Section 235.15, F.S.;
3. Provide input, monitor and make recommendations including priorities, to the School Board on the District's annual capital outlay budget, as prescribed by Section 235.18, F.S.;
4. Provide input, monitor and make recommendations to the School Board on the District's site facilities planning, site selection and acquisition, and construction programs and alternatives, to ensure they are cost-effective and timely;
5. Review and transmit reports to the School Board, which provide recommendation(s) on site acquisitions, and contain all relevant site analysis and supporting documentation for the School Board's review and final action;
6. Review quarterly and forward to the School Board, status reports on site selection and acquisition activities;
7. Evaluate annually and provide to the School Board a year-end report on the progress of site acquisition activities and facility planning and construction programs, and where appropriate provide recommendations for improved

accountability, efficiency and cost-effectiveness;

8. To review and make recommendations regarding the award or rejection of construction bids which exceed the project budget by 5% or more and by at least \$250,000;
9. Provide such other advice or input as may become necessary to ensure compliance with applicable state statutes and the adopted five-year work program, and respond in writing to requests from the School Board or the Superintendent of Schools.

D. Membership -- The SSPC Committee shall be composed of the following voting members:

A business community representative appointed by the Board of Trustees of the Greater Miami Chamber of Commerce;

The president of the Dade County PTA/PTSA, or designee;

The chair of the Bi-Racial, Tri-Ethnic Advisory Committee or designee;

The chair of the Attendance Boundary Committee, or designee;

A real estate appraiser appointed by the Florida Real Estate Appraisal Board;

A real estate expert appointed by the Realtor Association of Greater Miami and the Beaches, Commercial Section;

A registered surveyor, architect or engineer appointed by the Chair of the School Board.

E. Operation --The SSPC Committee shall operate as follows:

1. Term of appointments and special conditions:  
The term for the Chamber appointee, real

estate expert, appraiser, and surveyor, architect or engineer shall be for two years. Prior to the expiration of each appointment, the respective appointing entity shall be requested to make an appointment or reappointment. The terms of the remaining members will be determined by the president or chair of the appointing entity;

2. Quorum and Committee Chair: A quorum shall consist of a majority of the membership. The SSPC Committee shall elect a Chair and Vice-Chair every two years;
3. Meetings: Meetings shall be held regularly on a monthly basis, unless there is no business to be conducted. Meetings shall be conducted as prescribed in Section 286.011, F.S., and shall be advertised at least five working days prior to the regularly scheduled meeting date. A notice of the meeting shall be posted at the Citizen Information Center. The meetings shall be recorded and summary minutes distributed with the subsequent meeting's agenda packet;
4. Staff Support: The District Director, Governmental Affairs and Land Use Policy and Acquisition, and the Director, Site Acquisition and Leasing, shall provide primary staff support to the SSPC Committee, including preparation of agenda packets and meeting minutes, analytical reports and supporting documentation. The Office of the School Board Attorney shall provide legal support to the SSPC Committee. The SSPC Committee may from time to time, as required, request support from other District personnel
5. Conflict of Interest: No member of the SSPC Committee shall participate in any matter which would inure to the member's special private gain or loss, the special gain or loss of any principal by whom he or she is retained, of the parent organization or subsidiary of a corporate principal by which he or she is retained, of a relative or of a business associate, without first



disclosing the nature of his or her interest in the matter. The memorandum of voting conflict must be filed with the meeting's recording officer, be provided to the other members of the SSPC Committee, and be read publicly at the next meeting. If the conflict is unknown or not disclosed prior to the meeting, the appointed official must orally disclose the conflict at the meeting when the conflict becomes known. Also, a written memorandum of voting conflict must be filed with the meeting's recording officer within 15 days of the disclosure being made and must be provided to the other members of the agency with the disclosure being read publicly at the next scheduled meeting, all pursuant to Section 112.3143, F.S.

6. Lobbyists: Any and all lobbyists, as defined in School Board Rule 6Gx13- 8C-1.21, present at an SSPC Committee meeting, who wish to speak on an item being considered by the SSPC Committee, shall first execute and file the required form with the School Board Clerk's Office. A copy of the executed form shall be made part of the official record for the SSPC Committee meeting at which the lobbyists are present, and shall be attached to the minutes of the meeting.
7. Lobbying: Any SSPC Committee member who is contacted by a lobbyist, as defined in School Board Rule 6Gx13- 8C-1.21, in reference to any item under consideration by the SSPC Committee, must disclose such at the meeting at which the item is considered by the SSPC Committee, prior to participating in the discussion of same.

### III. Technical Review Committee

- A. Establishment -- The School Board shall establish the Technical Review (TR) Committee, which shall be comprised of District staff members and which shall serve in an advisory capacity and report directly to the Superintendent of Schools.

- B. Purpose -- The purpose of the TR Committee shall be to provide staff coordination, accountability and oversight of the formulation and implementation of the District's adopted five-year work program.
- C. Responsibilities -- The responsibilities of the TR Committee shall be as follows:
1. To formulate and recommend to the Superintendent of Schools and to the SSPC Committee a tentative District facilities five-year work program, as provided in Section 235.185(2), F.S.;
  2. To review and provide oversight of the annual capital outlay budget report, to include: expenditures, encumbrances and balances by fund, and a mid-year budget evaluation of project status of all funded and unfunded projects, against the approved budget and the undistributed capital contingency, for possible recommendation for Board action to amend the budget and five-year work program;
  3. To review the District's educational plant survey prepared and submitted by Facilities Planning and Construction, as prescribed in Section 235.15, F.S., and transmit same to the SSPC Committee for review and a recommendation to the School Board;
  4. To review staff reports which provide analyses and make recommendations on proposed site acquisitions, and make recommendations on said acquisitions, including negotiation parameters, to the SSPC Committee. Information transmitted to the TR Committee to aid in the establishment of negotiation parameters, including but not limited to property appraisal information, shall be protected from public disclosure, in accordance with Section 235.054(1)(a), F.S.. For purposes of establishing negotiation parameters, the TR Committee shall be supported by staff as well as an outside, independent appraising expert,

- who shall provide advice to the TR Committee on negotiation parameters, based on his/her review of the appraisal information and any other relevant materials submitted to the TR Committee by staff, as part of the site analysis;
5. To transmit quarterly, update reports on site selection and acquisition activities to the SSPC Committee;
  6. To submit annually to the SSPC Committee a progress report on the District's facilities planning and construction programs;
  7. To expeditiously review and recommend to the Superintendent of Schools and the SSPC Committee on any construction change orders, which exceed the total appropriation for the particular project;
  8. To expeditiously review and recommend to the Superintendent of Schools and to the School Board on construction change orders if funds are available in project contingency, except that change orders of less than \$50,000 may be approved by the TR Committee;
  9. To review and recommend to the Superintendent of Schools the award or rejection of construction bids, which exceed the project budget by 5%;
  10. To review and recommend to the Superintendent of Schools, based upon recommended awards of construction bids, amendments to the affected project budget. Project budgets should be reduced when construction awards are less than the amount budgeted or increased when the construction award is more than the amount budgeted. The source or destination of such budget amendments should be undistributed contingency in each affected fund;

11. To review administrative procedures and perform other functions as assigned by the Superintendent of Schools.

D. Membership -- The TR Committee shall be comprised of the following voting members:

Chief Facilities Officer – Construction, Chair;

Deputy Superintendent, Management and Accountability;

Chief Financial Officer;

Chief Facilities Officer - Maintenance;

Deputy Superintendent of School Operations.

E. Operation -- A quorum of the TR Committee shall consist of a majority. Meetings shall be held as called by the Chair. Minutes shall be kept of all meetings and upon approval by the TR Committee a copy shall be distributed to the Superintendent of Schools and to the School Board.

IV. Site Selection

A. Use of District's Adopted Five-Year Work Program -- Only those sites for projects included within the District's adopted five-year work program shall be investigated and evaluated for potential purchase by the School Board.

B. Criteria -- Criteria for evaluating and selecting sites for locating educational facilities shall include or address the following elements:

1. Size and shape of site;
2. Expansion capacity of site;
3. Whether the site is adequate to relieve overcrowding in existing schools;

4. Whether there are pending or approved charter school applications which would impact the proposed educational facility or the site search;
5. Whether the site is reserved in a recorded subdivision, or set aside for donation or purchase by the School Board as a result of Developmental Impact Committee (DIC) or Development of Regional Impact (DRI) approvals;
6. Location of site in relation to both the intended service area, as well as major traffic arteries and accessibility to school buses and private vehicles for student drop-off and pickup;
7. Location of site as it relates to the goals of the bi-racial and tri-ethnic distribution of students;
8. Location of site and potential impact on the attendance boundaries of surrounding schools;
9. Occupancy of the site, specifically whether any residents will require relocation;
10. Location of site in relation to existing or planned public recreation sites, which might make possible the joint use of facilities;
11. Whether there are any existing or anticipated land uses in the area, which could adversely affect the site due to traffic generation, noise, odor, safety or other factors;
12. Whether there are any major street improvements or expressways planned in the vicinity, which could affect the site or the intended service area;
13. Whether there are adequate traffic control devices and sufficient road capacity for the intended use of the site;
14. Whether site access requires crossing a canal, railroad, major street or other physical barrier or hazard;

15. Whether there are any archeological or historical designations or any biological, zoning or environmental problems (e.g., incinerators, active or inactive dump sites, toxic soil, underground storage tanks) on the property that could adversely impact the timely use of the property for the intended purpose;
16. The extent of site development work that must be done on an unimproved site in order to make it usable for the intended purpose;
17. The condition of title to the site or any known title defects;
18. The compatibility or incompatibility of present and projected uses of adjacent properties with the intended use.

C. Site Selection Procedures -- The Chief Facilities Officer - Construction (CFO) or his/her designee shall ensure that thorough site selection procedures are followed, including the following seven-step due process, as described below:

1. Identifying, through the appropriate school district regions, the general search boundaries for the proposed educational facility, any relevant educational, recreational, and community requirements that may be applicable, minimum required site size, and the educational facilities to be relieved;
2. Preparing an inventory of all known available sites that meet the search parameters, including School Board-owned sites, properties designated for donation to the School Board, properties set aside by developers or property owners for purchase, as approved by the School Board, and properties owned by public entities which may be available under cooperative partnerships;
3. Initiating contact with the owners of the subject sites to request authorization for access, and

conducting full research on the characteristics of the sites, to include all the eighteen (18) site selection criteria enumerated in IV. B., herein;

4. Presenting the full record on the findings for each site to the TR Committee for review and comment. The TR Committee shall then provide its recommendations to the CFO - Construction for further development or modification of the list of potential sites and analysis prior to the transmittal of the full record to the SSPC Committee for its consideration;
5. Conducting additional due diligence as directed by the TR Committee, and presenting the complete full record for all the sites to the SSPC Committee. The full record shall include written cost estimates of anticipated site improvements needed to bring the site into full use for the intended purpose. The SSPC Committee shall receive and review the full record of potential sites to address the needs of the District's adopted five-year work program and either provide comment or direction to the CFO – Construction for further development or modification of the list of potential sites and analysis, or select from said list up to three (3) sites suitable for the intended facility or project, and recommend same to the School Board for negotiation;
6. Pursuant to direction from the SSPC Committee, preparing and submitting to the Committee additional information on the subject sites for final review and a recommendation to the School Board for negotiation with the owners of said sites, or preparing and submitting to the School Board the SSPC Committee's recommended sites for negotiation;
7. Conducting negotiations for purchase, as approved by the School Board.

V. Site Acquisition

A. Criteria for Acquisition of Sites for School Facilities

1. Overall suitability of a site for the intended purpose;
2. Total estimated costs to place a site in use for the intended purpose, including acquisition cost and cost of necessary site improvements; and
3. The reasonableness of the total cost to acquire and place a site into use, as compared to other sites or options.

B. Criteria for Determining "Reasonableness" of Costs of Site Acquisition and Improvements

1. The foundation, or starting point, for determining what is a reasonable price for the School Board to pay for the acquisition of land is an appraisal(s) of market value of sites as provided in Section 235.054(1)(b), F.S.;
2. Adjustment downward or upward of the appraised market value of a site based upon the following:
  - a. Total costs, other than the cost of acquisition, to place the site in use;
  - b. Availability of alternative, suitable sites for the project;
  - c. Both the general real estate market conditions and the specific real estate market conditions in the geographic area of the project; and
  - d. Any other identified factors which may impact the reasonableness of site acquisition costs, including but not limited to the total estimated costs of the eminent domain process to acquire the site as provided by Sections 73.091 and 73.092, F.S., and for the District's costs



for attorneys' fees and other expenses of the eminent domain.

C. Appraisal Procurement and Review Process -- The CFO – Construction or his/her designee shall ensure the following is provided:

1. Initiating, overseeing and documenting the procurement of professional appraisals of market value of the sites determined by the School Site Planning and Construction Committee to be suitable for projects in the District's adopted five-year work program or long-range plan, as required by Section 235.054(1)(b), F.S.;
2. Receiving and reviewing each such appraisal of market value to assure it meets applicable appraisal requirements and prior to acceptance, seek necessary corrections or revisions;
3. Requesting in writing a formal professional review appraisal from an appraiser selected in accordance with Section 253.025(6)(b), F.S, if the variance between two appraisals of the market value of a single piece of property exceeds twenty (20%) percent. The reviewing appraiser's certification of the recommended or approved value of the property shall be set forth in a signed statement which identifies the specific appraisal reports reviewed and explains the basis for such recommendation or approval.

D. Comparative Analysis of Site Acquisition Cost and Site Improvement Costs -- The CFO - Construction or his/her designee shall ensure the following is provided:

1. Preparing and forwarding to the TR Committee a comparative analysis for each suitable site which shall include all approved appraisals and review appraisals, if any, approved cost estimates of necessary site improvements, and

any other material information received during the site investigation process;

2. Scheduling and chairing meetings of the TR Committee where the comparative analysis of all suitable sites for each project shall be reviewed for completeness, accuracy and compliance both with state law and School Board policy and procedures, and a ranking of each site and recommendation for site acquisition in order of preference;
3. Forwarding to the SSPC Committee the comparative site analysis and recommendation for site acquisition as formulated by the TR Committee, including negotiation parameters for each site. Information transmitted to the SSPC Committee on negotiation parameters, including but not limited to property appraisal information, shall be protected from public disclosure, in accordance with Section 235.054(1)(a), F.S.;
4. Maintaining a complete, indexed record of all information developed by the School District staff or its outside consultants in connection with site selection, analysis, real estate appraisals, site improvement cost estimates and any other material information which impacts or supports the recommendation for site acquisition; and
5. Scheduling and providing staff support to the SSPC Committee meeting where the site selection options and recommendations shall be reviewed, enhanced, modified or approved by that Committee.

E. Negotiations and Authorization for the Voluntary Purchase and Sale of Sites -- The CFO - Construction or his/her designee shall ensure the following is provided:

1. Preparing for presentation to the School Board an item with full information requesting authority to negotiate for the voluntary

purchase and sale of up to three (3) sites, in the order and as ranked by the SSPC Committee, suitable for the projects included within the District's adopted five-year work program or long-range plan within the price parameters established by the TR Committee, based upon the criteria for "reasonableness" of cost of site acquisition and improvements established herein;

2. Conducting negotiations within the authorization granted by the School Board for the voluntary purchase and sale of sites suitable for projects included within the District's adopted five-year work program or long-range plan and maintaining a written record of all such negotiations;
4. Reporting to the SSPC Committee the results of such negotiations for further input as may be needed;
5. Preparing for presentation to the School Board an item recommending execution of an agreement for the voluntary purchase and sale of a suitable site for a project included within the District's adopted five-year work program or long-range plan;
6. Ensuring that where the agreed to purchase price exceeds the averaged appraised value, and the School Board finds that the agreed price is reasonable under the criteria established herein, said purchase is approved by an extraordinary vote. Extraordinary vote, for purposes of this section, means a majority vote plus one additional vote of the members of the School Board present at the meeting where such action is taken.

F. Acquisition by Eminent Domain

1. In the event that negotiations for voluntary sale of a site for a reasonable price are unsuccessful, then the SSPC Committee shall formulate and forward to the School Board an

item recommending the commencement of eminent domain proceedings as authorized by Section 235.05, F.S.

2. The item recommending the commencement of eminent domain proceedings shall include the full record of the site selection and investigation process;
3. Upon School Board approval, eminent domain proceedings shall be initiated as provided for in Section 73.015, F.S.

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

Law Implemented, Interpreted, or Made Specific: 73.015; 112.3143; 235.05; 235.054(1)(a)(b); 235.054(6); 235.15; 235.18; 235.185(2)(3); 235.19; 235.193; 253.025(6)(b); 286.011, F.S.

History  
New

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

## NOTICE OF INTENDED ACTION

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, announced on October 24, 2001, its intention to repeal Board Rule 6Gx13- 2C-1.082, Construction Committees--Establishment and Responsibilities, at its meeting of December 12, 2001.

**PURPOSE AND EFFECT:** The purpose of the proposed repeal is to eliminate duplicative and conflicting oversight and governance of facilities planning and construction activities by different committees.

**SUMMARY:** School Board Rule 6Gx13- 2C-1.083, Educational Facilities Planning, Site Selection and Acquisition, and Construction, addressing oversight of facilities planning and construction by two standing committees is proposed for promulgation. As such, it is necessary to repeal the present rule to eliminate the potential for conflicting and duplicative requirements.

**SPECIFIC LEGAL AUTHORITY UNDER WHICH RULEMAKING IS AUTHORIZED:** 230.22(2), F.S.

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

IF REQUESTED, A HEARING WILL BE HELD DURING THE BOARD MEETING OF December 12, 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 November 19, 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 RULE PROPOSED FOR REPEAL is available for public inspection and copying by the public in the Citizen Information Center, Room 158, 1450 N.E. Second Avenue, Miami, Florida 33132.

Originator: Ms. Suzanne A. Marshall  
Supervisor: Mr. Roger C. Cuevas  
Date: October 10, 2001

Administrative Operations**CONSTRUCTION COMMITTEES -- ESTABLISHMENT AND RESPONSIBILITIES****I. Establishment**

The Superintendent of Schools shall establish a 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

Executive Director, Architectural Support Services

Deputy Superintendent for Education

Associate Superintendent, Information Technology

Appropriate Region Superintendent

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  
Two staff members appointed by the Superintendent

b. Non Voting Members

Executive Director, Capital Construction Compliance

Executive Director, Architectural Support Services

Executive Director, Division of Project and Contract Management



Director, Department of Capital Budget Planning

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.

Specific Authority: 230.22(2) F.S.

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

History

New: 11-16-94

Amended: 8-28-96

Technical Change: 5-1-98

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

## NOTICE OF INTENDED ACTION

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, announced on October 24, 2001, its intention to repeal Board Rule 6Gx13- 2C-1.15, School Site Selection Committees -- Establishment and Responsibilities, at its meeting of December 12, 2001.

**PURPOSE AND EFFECT:** The purpose of the proposed repeal is to eliminate duplicative and conflicting oversight of site selection and site acquisition activities by different committees.

**SUMMARY:** School Board Rule 6Gx13- 2C-1.083, Educational Facilities Planning, Site Selection and Acquisition, and Construction, addressing oversight of site selection and site acquisition by a new external standing committee is proposed for promulgation. As such, it is necessary to repeal the present rule to eliminate the potential for conflicting and duplicative requirements.

**SPECIFIC LEGAL AUTHORITY UNDER WHICH RULEMAKING IS AUTHORIZED:** 230.22(2), F.S.

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

IF REQUESTED, A HEARING WILL BE HELD DURING THE BOARD MEETING OF December 12, 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 November 19, 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 RULE PROPOSED FOR REPEAL is available for public inspection and copying by the public in the Citizen Information Center, Room 158, 1450 N.E. Second Avenue, Miami, Florida 33132.

Originator: Ms. Suzanne A. Marshall  
Supervisor: Mr. Roger C. Cuevas  
Date: October 10, 2001

Administrative Operations**SCHOOL SITE SELECTION COMMITTEES - ESTABLISHMENT AND RESPONSIBILITIES****I. Establishment**

The Superintendent of Schools shall have the discretion to establish School Site Selection Committees and authorize whatever administrative regulations are needed for the purpose of assisting Facilities Planning and Construction in the selection of school sites for acquisition and/or construction of schools.

Separate Selection Committees may be established for each specific site, or for a specific group of sites in the same geographic/community area.

In those site selections where the Superintendent does not establish a School Site Selection Committee, a recommended site(s) selection will be forwarded to the Board directly from his/her office.

**II. Organization and Responsibilities****A. Organization of the School Site Selection Committee****1. Membership - A School Site Selection Committee shall consist of the following members or their designated representatives:**

- Superintendent or his/her designee - Chair
- Chief Facilities Officer, Facilities Planning and Construction
- Assistant Superintendent, School Operations
- Respective Region Superintendent(s) of region(s) for which school site is to be acquired
- Director, Equal Educational and Employment Opportunity
- A representative of the Southeast Equity Center
- A representative of the Bi/Racial Tri/Ethnic Advisory Committee
- Chair of Attendance Boundary Committee

- Two independent citizen representatives, selected by the Superintendent, from the geographic region(s) within which the school site is to be acquired.

The Executive Director, Governmental Affairs and Land Use Policy and Acquisition or the Director of the Department of Site Acquisition and Leasing will serve as a non-voting member and Secretary to the School Site Selection Committee and shall be responsible for preparing and distributing the School Site Selection Committee agenda and meeting minutes, and assisting in the development of site selection criteria and compilation and presentation of site data.

2. Quorum - A quorum shall consist of any five voting members of the Committee.
3. Meetings - Meetings shall be held as scheduled by the Chair. Notice of Sunshine meetings shall be posted at the Citizen Information Center.
4. Agenda - An agenda for each meeting shall be prepared by the secretary. Said agenda will consist of items pertaining to school site review and selection.
5. Minutes - Minutes shall be kept of each meeting. A copy of the unofficial minutes will be distributed within 21 working days after each meeting to the members of the Committee, the Superintendent of Schools, Board Members, and others as the Superintendent of Schools or designee may direct. Following formal approval, a copy of the official minutes will be sent to the same persons.
6. Procedures - Committees shall follow the standard Site Selection Procedures, as specified in Board Rule 6Gx13-7B-1.06, Site Selection Procedures, pertaining to the analysis of potential sites. A Committee may develop supplementary procedures, consistent with applicable Board policy, pertaining to school site selection where such procedures would be helpful.
7. Coordination - The Committee shall coordinate its planning and selection of sites with other appropriate governmental bodies. As a means of ensuring effective coordination, the Superintendent or the Chair may invite representatives of these governmental bodies to participate, in an advisory capacity, in the selection of these sites.

8. Consultants - The Committee may be supported by the following consulting services provided by firms serving under contract to the Board:
  - a. Independent Real Estate Appraisers;
  - b. Architectural/Engineering Services;
  - c. Land Surveying Services; and
  - d. Other specific professional services the Committee may require.

B. Responsibilities of School Site Selection Committee

Each School Site Selection Committee established by the Superintendent shall be responsible for review and selection of school sites for recommendation to the Superintendent. Selection of a site may occur prior to acquisition of a particular site or to select from previously acquired sites the most applicable site for construction of a specific new facility. Upon completion of the selection process, the recommendation of the Site Selection Committee shall be submitted to the Superintendent for review and formulation of a recommendation to the Board. Site Selection procedures as set forth in Board Rule 6Gx13-7B-1.06 will be the criteria utilized in the evaluation of sites.

The Committee will also be sensitive to the impact that the site will have on furthering the goals of bi-racial and tri-ethnic distribution of students, and the long term effects it will have on the attendance boundaries of surrounding schools.

Specific Authority: 230.22(2) F.S.

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

History

New: 1-6-88

Amended: 10-4-89; 10-9-96

Technical Change: 5-1-98

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

## NOTICE OF INTENDED ACTION

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, announced on October 24, 2001, its intention to repeal Board Rule 6Gx13- 7A-1.061, Educational Specifications -- Development, at its meeting of December 12, 2001.

**PURPOSE AND EFFECT:** The purpose of the proposed repeal is to eliminate duplicative requirements for the formulation and implementation of a capital outlay program for school facilities.

**SUMMARY:** School Board Rule 6Gx13- 2C-1.083, Educational Facilities Planning, Site Selection and Acquisition, and Construction, establishing responsibilities for the formulation, implementation and oversight of the District's capital outlay program is proposed for promulgation. As such, it is necessary to repeal the present rule to eliminate the potential for conflicting and duplicative requirements.

**SPECIFIC LEGAL AUTHORITY UNDER WHICH RULEMAKING IS AUTHORIZED:** 230.22(2), F.S.

**LAW IMPLEMENTED, INTERPRETED, OR MADE SPECIFIC:** 235.26(3) and (5), F.S.

IF REQUESTED, A HEARING WILL BE HELD DURING THE BOARD MEETING OF December 12, 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 November 19, 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 RULE PROPOSED FOR REPEAL is available for public inspection and copying by the public in the Citizen Information Center, Room 158, 1450 N.E. Second Avenue, Miami, Florida 33132.

Originator: Ms. Suzanne A. Marshall  
Supervisor: Mr. Roger C. Cuevas  
Date: October 10, 2001

Planning**EDUCATIONAL SPECIFICATIONS--DEVELOPMENT**

To interpret the needs of the educational program in terms of building requirements, the following procedures shall be used:

- I. The Chief Facilities Officer, Facilities Planning and Construction shall maintain a complete record of capital outlay needs of all facilities located in the district. The record system shall be maintained on forms and in a manner approved by Capital Improvement Committee.
- II. The Chief Facilities Officer, Facilities Planning and Construction shall submit to the Superintendent of Schools annually a memorandum entitled "New Construction Requests." These requests shall list in priority order the District's anticipated new construction needs. Each request for new construction shall contain a brief description of the educational facilities needed, the completion date on which the new facility is desired, and an estimate of the cost. Each request should be supported by population data and should contain a very brief program requirement.

## New Requests -

## A. New Schools

1. The number of classrooms and special facilities required to house the anticipated population;
2. Student population data supporting the request;
3. Preferred completion date;
4. Rough cost estimate.

## B. Request for Addition to Established School - This document shall be prepared for each project and shall include at least the following:

1. Probable amount of demolition;
2. Probable areas of remodeling;
3. Probable areas of new construction, including number and kinds of rooms;



4. Any special conditions or facts which may affect the "probability" of above three items;
  5. Student population data supporting the request;
  6. Preferred completion date;
  7. Rough cost estimate.
- III. Facilities Planning and Construction will combine all projects into a single county priority list with specified completion dates. Facilities Planning and Construction shall be responsible for preparing this new construction priority list under the direction of the Superintendent of Schools and for submitting the list together with cost estimates to the Budget Office.
- IV. Preliminary educational specifications shall include at least the following:
- A. New Schools
    1. The number and kinds of rooms and special facilities by square footage;
    2. Student population data supporting the request;
    3. Budget estimate.
  - B. Additions
    1. The amount of demolition;
    2. The areas to be remodeled (and kind or extent of remodeling if necessary);
    3. The new areas to be constructed (including number and kinds of rooms);
    4. Any special conditions or facts which may contribute to establishment of sound budget estimates for the project;
    5. Student population data supporting the request;
    6. Budget estimate.

- V. Facilities Planning and Construction shall be responsible for the development of detailed educational specifications. In performing this task, this office shall seek the advice of all personnel indicated by the Deputy Superintendent for Education and by the Deputy Superintendent, School Operations, including teachers. In the event the project is an addition to an existing building, the principal and designated faculty members of that school should be involved.
- Detailed educational specifications should include the following:
- A. Description of the students to be housed (e.g. age levels, numbers, special physical characteristics, etc.);
  - B. The kinds of educational activities to be carried on (e.g. vocational, heavy emphasis on typing or science, etc.);
  - C. Size and number of spaces required to support these populations engaged in those activities;
  - D. The relationships among areas of site and plant (e.g. band room and library, playing fields and locker room, front office and general school control, etc.);
  - E. Special site considerations of aesthetics, traffic patterns, cooperative community use, etc.;
  - F. The kinds and amounts of furniture and equipment to be included in the construction contract as well as descriptions of furniture not to be included in the construction contract which will be helpful to the architect in planning the building.
  - G. Any other kind of information that will give guidance to the architect who is designing a building which will facilitate the implementation of the educational program, and other information that may be required by the State of Florida Department of Education.
- VI. The Capital Improvement Committee shall act on any deviations or program changes requested and will recommend modification to the budget, if necessary.
- VII. Facilities Planning and Construction shall be responsible for reproducing the final draft of the educational specifications. That office shall then transmit to the Department of Education/Office of Educational Facilities corrected detailed educational specifications.

- VIII. From the time the Project Architect begins working on the design until the project goes out to bid, Facilities Planning and Construction shall be responsible for maintaining a liaison relationship between the Architect and the persons who were involved in planning the facility in order that the necessary interpretations and modifications of the educational specifications can be made.
- IX. The Capital Improvement Committee shall review plans and make all final decisions that are to be relayed to the Project Architect. Facilities Planning and Construction shall invite the superintendent for region operations or designee to each meeting at which a formal presentation by the Project Architect is made of schematic drawings, preliminary drawings, and final working drawings. Facilities Planning and Construction shall seek the advice of the Region Office personnel and District office personnel whenever deemed necessary. Every attempt should be made to involve the persons most competent to plan with the architect, but Facilities Planning and Construction shall be considered to be the client when working with the Project Architect.

Specific Authority: 230.22(2) F.S.

Law Implemented, Interpreted, or Made Specific: 235.26(3) and (5) F.S.

History THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

Repromulgated: 12-11-74

Amended: 4-19-89

Technical Change: 5-1-98

## NOTICE OF INTENDED ACTION

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, announced on October 24, 2001, its intention to repeal Board Rule 6Gx13- 7B-1.06, Site Selection Procedures, at its meeting of December 12, 2001.

**PURPOSE AND EFFECT:** The purpose of the proposed repeal is to eliminate duplicative requirements for site identification and selection for expanded or new school facilities.

**SUMMARY:** School Board Rule 6Gx13- 2C-1.083, Educational Facilities Planning, Site Selection and Acquisition, and Construction, addressing site selection procedures is proposed for promulgation. As such, it is necessary to repeal the present rule to eliminate the potential for conflicting and duplicative requirements.

**SPECIFIC LEGAL AUTHORITY UNDER WHICH RULEMAKING IS AUTHORIZED:** 230.22(2), F.S.

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

IF REQUESTED, A HEARING WILL BE HELD DURING THE BOARD MEETING OF December 12, 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 November 19, 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 RULE PROPOSED FOR REPEAL is available for public inspection and copying by the public in the Citizen Information Center, Room 158, 1450 N.E. Second Avenue, Miami, Florida 33132.

Originator: Ms. Suzanne A. Marshall  
Supervisor: Mr. Roger C. Cuevas  
Date: October 10, 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 Board and of the Superintendent of Schools 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 Site Selection Committee, which shall meet and review 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 should provide reasonable assurance that the best possible sites are being acquired for the least expenditure of public funds.

**II. Site Selection Procedures**

- A. Utilizing the current State Department of Education Survey, 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.
- B. The district shall not consider the following areas in its site selection process; or in 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 by the appropriate governmental agency.
- C. The district shall not purchase sites for schools nor build new schools outside of the Urban Development Boundary (UDB), and purchases 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 ½ mile inside the UDB; and purchases of sites for high schools shall be located one mile inside the UDB. Any deviation from this rule is subject to a majority vote of the Board.
- D. Working with community agencies, 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 II.A. The listing shall include privately owned land sites designated for donation to or purchase by the Board and Board owned property.
- E. For each site listed per paragraph II.D, the following preliminary information shall be obtained and documented for presentation to, and review by, the Superintendent or the Site Selection Committees if appointed:
1. Is the size adequate?
  2. Can the site be expanded if needed?

3. Is the site intended to give relief to an existing school? If so, does this site provide such relief?
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?
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 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?
18. Is the site in the approach zone of an airport? If so, does this constitute an unusual hazard or present noise problems?
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 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 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 include:
1. Subsurface investigation.
  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.

Specific Authority: 230.22(2) F.S.

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

History

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

THE SCHOOL BOARD OF DADE COUNTY, FLORIDA