

**STEPS FOR IMPROVEMENTS/CONSTRUCTION PROJECTS, over \$100,000**

*Note: This timeline represents the shortest possible period. Tasks may be extended over a longer period of time, so long as the necessary order of tasks is kept intact.*

<b>Timeline</b>	<b>Architects</b>	<b>Administrative Services</b>	<b>Board</b>	<b>Board Secretary</b>
Prior to Tuesday before Board Meeting 1	Works with building planning committee and Administrative Services for preliminary project plan	Presents project to Facilities Committee and obtains agreement to move forward		
Tuesday before Board Meeting 1	<ol style="list-style-type: none"> <li>1. Provides schematic plan, proposed drawings and specifications, proposed form of contract, and estimated total cost and authorization of architects to proceed with the design development phase and the preparation of bid documents to Administrative Services</li> <li>2. Provides the notice of the public hearing and the notice of letting to Administrative Services</li> </ol>	<ol style="list-style-type: none"> <li>1. Prepares exhibit for the schematic plan, proposed drawings and specifications, proposed form of contract, and estimated total cost and authorization of architects to proceed with the design development phase and the preparation of bid documents;</li> <li>2. Prepares exhibit setting a public hearing and approving the notice of the public hearing and the notice of letting</li> <li>3. Provides Notice of Public Improvements to Board Secretary</li> <li>4. Provides Notice of Letting to Board Secretary</li> </ol>		<p>Adds items to agenda:</p> <ol style="list-style-type: none"> <li>1. Proposed plan</li> <li>2. Setting of hearing and notices of hearing and letting</li> </ol>
Board Meeting 1	Makes presentation to Board and answers questions	Answers questions at Board meeting	<ol style="list-style-type: none"> <li>1. Reviews and approves the proposed drawings and specifications, and proposed form of contract; authorizes architects to proceed with the</li> </ol>	

			development of bid documents; 2. Sets public hearing and approves notice of hearing and notice of letting	
Day After Board Meeting 1	Provides proposed specs to Administrative Services	1. Assures specs on file with district prior to hearing		1. Sends Notice of Public Improvements (sets hearing) to Courier; publish between 4 and 20 days prior to hearing; 2. Sends Notice of Letting to Courier; publish 4-45 days prior to bid due date
Bid Due Date (must be 4-40 days after publication of Notice of Letting)		Opens and reviews bids		
Tuesday before Board Meeting 2	1. Provides contract to Administrative Services	1. Prepares exhibit for Public Hearing; 2. Prepares exhibit on awarding of contract 3. Provides copies of contract to Board Secretary		Adds items to agenda: 1. Public hearing 2. Approval of bid
Board Meeting 2	Answers questions at Board meeting	Answers questions at Board meeting	1. Holds Public Hearing; 2. Reviews and awards contract	Has contracts signed by Board president
Day After Board Meeting 2				Distributes signed contracts

ADOPTED: 11/07

Reviewed: 4/1/10, 3/7/19