



ADMINISTRATIVE PROCEDURE

CAPITAL IMPROVEMENT PROGRAM NEW CONSTRUCTION

7100

Procedure No.

September 29, 2017

Date

- I. **PURPOSE:** To establish procedures for planning and construction of new facilities, including additions and renovations to existing facilities.

- II. **BOARD POLICY:** Planning and construction of new facilities, including additions and renovations to existing facilities, will be accomplished in compliance with the regulations and procedures as published by the Interagency Committee (IAC) for Maryland Public School Construction, and in support of the Educational Facilities Master Plan (EFMP), Comprehensive Maintenance Plan (CMP), and Capital Improvement Program (CIP) as approved by the Board of Education of Prince George’s County and the IAC. (Board Policy 7100).

- III. **DEFINITION:**
 - A. State Rated Capacity – The maximum number of students, computed in accordance with the procedures published by the IAC, that can be reasonably be accommodated in a facility without significantly hampering delivery of the educational program. (See Attachment)

 - B. Capital Improvement Program (CIP): The annual six-year capital funding request for all projects to include acquisition, planning, design and construction of facilities, land and/or equipment.

 - C. Comprehensive Maintenance Plan (CMP): A scheduled strategy for maintaining public school facilities in a way that is fiscally prudent and preserves the economic value of prior investments.

 - D. Educational Facilities Master Plan (EFMP): The long-range, 20 year master plan that guides the selection of projects to be included in the CIP, and is developed to be in alignment with the instructional objectives of the system and with the current and future population distribution and enrollment projections.

 - E. Facilities Advisory Committee: A permanent committee of school system administrators for the purpose of making recommendations to the Chief Executive Officer regarding the EFMP, CMP, and CIP.

- IV. **PROCEDURES:**
 - A. Facilities Advisory Committee



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1. The Chief Executive Officer will establish a permanent Facilities Advisory Committee of school system administrators to regularly review school system facilities and recommend projects to be included in each annual Capital Improvement Program, to recommend changes in uses of facilities, and to recommend disposition of facilities declared excess to the needs of the school system.
 2. Community Services - Park-Schools, which include community parks and recreation spaces in addition to school gymnasiums, will be developed to the maximum extent in cooperation with the Maryland-National Capital Park and Planning Commission (M-NCPPC). Where feasible, planning will be coordinated with State and County government agencies for the placement of community services, such as health clinics, recreation facilities, etc., in schools.
 3. Acquisition of School Sites - The Board of Education will have final approval authority on the acquisition and location of new school sites. Land acquisition projects will be submitted to the County Government annually as part of the Capital Improvement Program.
- B. School Site Standards
1. New School Sites:
 - a. Elementary School: 10 - 15 acres (minimum of 10 useable acres)
 - b. Middle School: 20 - 25 acres (minimum of 20 useable acres)
 - c. High School: 35 - 50 acres (minimum of 35 useable acres)
 - d. Special Education Center: (minimum of 15 acres)
 2. New School Sites Inside the Beltway (or on sites deemed urban in nature):
 - a. Elementary School: 3 - 8 acres (minimum of 3 useable acres)
 - b. Middle School: 9 - 16 acres (minimum of 9 useable acres)



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- c. High School: 15- 25 acres (minimum of 15 useable acres)
- d. Special Education Center: (minimum of 3 useable acres)

C. Building Standards

School design guidelines shall be developed and maintained for elementary, middle and high schools and will include the following design features:

- 1. Air conditioning - Air conditioning will be provided in all administrative and instructional spaces where budget allows, except vocational education shops producing high heat loads or spaces requiring excessive ventilation in existing schools as they receive renovations. Air conditioning will be included in all new schools.
- 2. Auditoriums - One auditorium shall be provided in each new high school.
- 3. Gymnasiums - One gymnasium shall be provided in each elementary, middle, and high school (for the smaller elementary schools, this may be a large gymnasium/multipurpose room combination). There will be one instructional gymnasium and one instructional spectator gymnasium in each high school of 1500 or more capacity.

D. Educational Specifications:

- 1. Educational specifications for each project will be prepared and submitted to the Board of Education for approval prior to submission to the Interagency Committee (IAC) for review. Project specific educational specifications will conform to Board of Education policy and be limited to the scope and capacity as approved by the IAC.
- 2. Project specific educational specifications will be coordinated with the following departments and representatives:
 - a. Teaching and Learning,
 - b. Capital Programs,
 - c. Transportation,



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- d. Purchasing,
 - e. Food Services,
 - f. Building Services,
 - g. Pupil Accounting and School Boundaries,
 - h. Human Resources, and
 - i. Parent and/or Community Member.
- E. Educational Facilities Master Plan (EFMP) Development
- 1. PGCPS will adhere to applicable State and County regulations in the development of the EFMP.
 - 2. The EFMP will contain PGCPS policies, goals, standards and guidelines for effectively and efficiently developing, utilizing, and maintaining the full inventory of school facilities.
 - 3. The EFMP will indicate shifts and trends in the County population and distribution that impact PGCPS facility needs.
 - 4. The EFMP will evaluate the current condition, educational adequacy, and utilization of all PGCPS facilities.
 - 5. The EFMP will include the PGCPS current and projected student enrollment and capital project needs for the next 6 years.
 - 6. Yearly Calendar
 - a. The Facilities Advisory Committee shall develop a competent recommendation for an EFMP to reach the Chief Executive Officer by May 15.
 - b. One public hearing on the EFMP will be held by June 1.
 - c. The Preliminary EFMP will be submitted to the County Government no later than June 1.
 - d. The Board of Education will adopt the EFMP by June 20, and, subsequently, submit it to the IAC/PSCP by July 1.



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- F. Capital Improvement Program (CIP) Development
 - 1. PGCPS will adhere to applicable State and County regulations in the development and execution of the CIP.
 - 2. Acquisition of School Sites - Funding needed for land acquisition will be requested, as needed, in the Prince George’s County Public Schools annual CIP.
 - 3. The CIP will follow the priorities established in the EFMP as it relates to the objective ranking of facilities on the basis of infrastructure condition, rate of utilization and educational adequacy.
 - 4. Yearly Calendar
 - a. The Chief Executive Officer will approve the Capital Improvement Program and recommend the same to the Board of Education by September 1.
 - b. One public hearing on the Capital Improvement Program will be held during the month of September.
 - c. The Board of Education will adopt the Capital Improvement Program by September 30. The Capital Improvement Program will be submitted to the County Government no later than October 7, and, subsequently, submitted to the Interagency Committee for State Public School Construction by October 15.

V. **RELATED PROCEDURES:**

Administrative Procedure 3522, Requesting Building Alterations and Improvements;
Administrative Procedure 7110, The Facilities Advisory Committee;
Administrative Procedure 7211.1, Selection of Architects; and,
Administrative Procedure 7419, Minority Business Procedures for State Funded Public School Construction Projects.

VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** The Department of Capital Programs will update this procedure as may be required.



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- VII. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 7100, dated July 1, 2004.
- VIII. **EFFECTIVE DATE:** September 29, 2017.

Attachment: Capacity and Space Formula

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, and 11