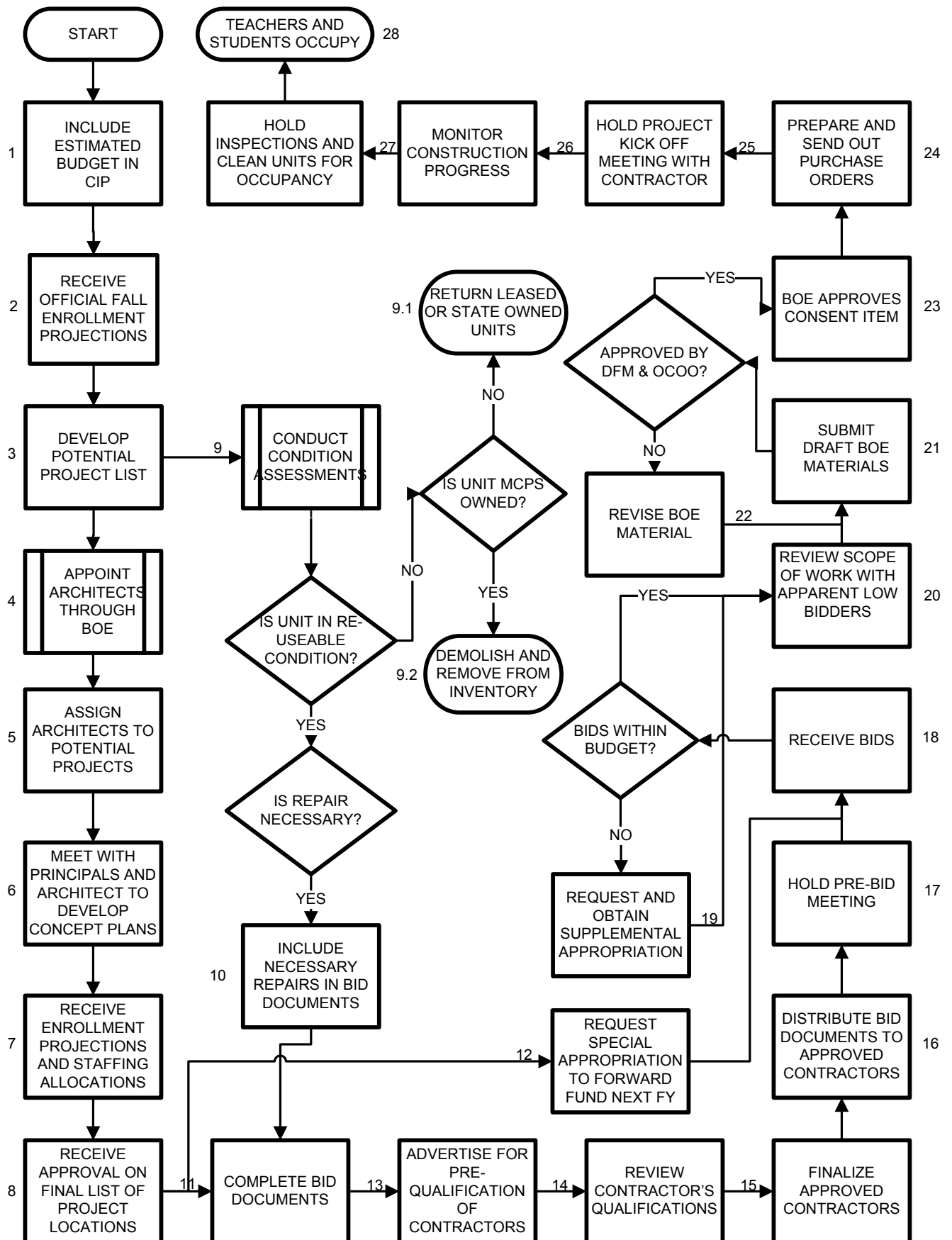


Relocatable Classroom Process



RELOCATABLE CLASSROOM PROCESS

1. Include an estimated budget for relocatable moves and maintenance in the upcoming Capital Improvements Program request.
2. Receive official fall enrollments from the Division of Long-Range Planning.
3. Based on school visits and requests from the principal, the DLP planner develops a list of potential schools to receive new relocatable classrooms the following summer.
4. Architects for the relocatable designs are appointed through the Board of Education.
5. Specific architects are assigned to the potential projects.
6. Architect and DOC staff meet with the principal to develop a concept plan for the potential sites to receive the classrooms.
7. DOC receives the final enrollment projections and the staffing allocations for each school to prepare the final list of placements.
8. The Chief Operating Officer and Superintendent approval the final list of placements.
9. Condition assessments are conducted on all portable classrooms to determine if they should be replaced.
 - 9.1 If they are in unacceptable condition and belong to the State of Maryland or are leased from a vendor, plans are made to return them and replace with new units.
 - 9.2 If the units are owned by MCPS and are beyond repair, the unit will be demolished and removed from the inventory.
10. If repair is necessary and will improve the condition to an acceptable level, the necessary repairs will be included in the bid documents.
11. Bid documents are completed by the architect and DOC.
12. The Board of Education and County Council are requested to approve the forward funding of the next fiscal year's budgeted appropriation to enable MCPS to enter into contracts in preparation for the summer moves.
13. A Notice to Contractors is issued to pre-qualify contractors to move relocatable units.

14. Review of the contractor qualifications is done to determine if they are acceptable contractors and have performed similar work successfully in the past.
15. The list of approved contractors is finalized and sent to the Board of Education for approval.
16. The bid documents are distributed to the pre-qualified contractors.
17. A pre-bid meeting is held to explain MCPS expectations and timelines for these projects.
18. Bids are received in several packages so that no one contractor can be awarded more work than they can accomplish in the short time period.
 - A review determines if the compilation of bids are within the amount budgeted for the project.
19. If additional funds are required to fund the summer projects, a supplemental appropriation request will be sent to the Board of Education and County Council for approval.
20. DOC will conduct a scope review with the apparent low bidders.
21. Draft of Board award is submitted to the Department of Facilities Management (DFM) and Office of the Chief Operating Officer (OCCO).
22. Board material is revised as needed and resubmitted.
23. The Board of Education approved the consent item for the contract award.
24. The fiscal team prepares a Notice to Proceed and purchase order for the contractor.
25. A project kick-off meeting is held with the contractor and construction inspection staff.
26. Progress is monitored by the construction inspection staff resolve any field issues that may arise and track the schedule for completion.
27. The units are cleaned and inspections for use and occupancy are held.
 - After receipt of the use and occupancy permit, the Department of Materials Management moves in the furniture and equipment for the unit.
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28. Teachers and students occupy the buildings.

IGOE

Official Fall Enrollment Projections
Room Use Survey
Consultant Selection Process
Professional Design Standards
Building Codes and Regulations

GUIDES

INPUT

Principal's Relocatable Classroom Request
Concept Plan
Staffing Decisions
Design Process
Bidding Process

Relocatable Classroom Process

OUTPUT

Approved Classroom Locations
Bidding Documents
Contract Award
Construction Process
Final Inspection
Occupancy

ENABLERS

Division of Long-Range Planning
Architect and Engineering Consultants
MCPS Special Projects Team/Fiscal Team
Chief Operating Officer
DOC and DFM Director
Board of Education