 <b>DeKalb County</b> School District	DeKalb County Board of Education Operations Division Sam A. Moss Service Center 1780 Montreal Road Tucker, GA 30084-6705
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**REQUEST FOR QUALIFICATIONS (RFQu) No. 24-752-023**  
for

Project: **PROFESSIONAL GEOTECHNICAL, ENVIRONMENTAL AND CONSTRUCTION MATERIAL TESTING SERVICES**

DCSD Project Nos.: **N/A**

Owner: **DeKalb County Board of Education (the “Board”)**

**Solicitation Timeline Summary**

EVENT	DATE(S)	TIME	LOCATION
Solicitation Opens	April 25, 2024		<a href="https://dekalbschoolsga.ionwave.net">https://dekalbschoolsga.ionwave.net</a>
<b>Mandatory Virtual Pre-Submittal Conference</b>	<b>May 7, 2024</b>	<b>10:00 AM</b>	<b>VIA TEAMS</b>
<b>Site Visit</b>	<b>Not Applicable</b>		
Final Questions Due	May 15, 2024	2:00 PM	<a href="mailto:dcsd-op-bidquestion@dekalbschoolsga.org">dcsd-op-bidquestion@dekalbschoolsga.org</a>
Final Addendum	May 22, 2024	2:00 PM	<a href="https://dekalbschoolsga.ionwave.net">https://dekalbschoolsga.ionwave.net</a>
<b>Statement of Qualifications Due Date &amp; Time</b>	<b>May 30, 2024</b>	<b>2:00 PM</b>	<a href="https://dekalbschoolsga.ionwave.net">https://dekalbschoolsga.ionwave.net</a>
Public Acknowledgement	June 3, 2024	5:00 PM	<a href="https://dekalbschoolsga.ionwave.net">https://dekalbschoolsga.ionwave.net</a>
Selection Committee Evaluation	June 4 – 7, 2024		
Shortlist Finalist Notified (If Interviews are Conducted)	Not Applicable		
Interviews Conducted (If Requested)	Not Applicable		
Anticipated Board Review and Approval	August 12, 2024		
Anticipated Notice of Award	August 19, 2024		
Anticipated Notice to Proceed	September 1, 2024		

## Request for Qualifications

### PROFESSIONAL GEOTECHNICAL, ENVIRONMENTAL AND CONSTRUCTION MATERIAL TESTING SERVICES

Qualifications will be received electronically on the DeKalb County School District website at <https://dekalbschoolsga.ionwave.net> for **PROFESSIONAL GEOTECHNICAL, ENVIRONMENTAL AND CONSTRUCTION MATERIAL TESTING SERVICES** until **2:00 p.m. EST, Thursday, May 30, 2024**. Qualifications received after the specified time will not be considered. All potential respondents must register as a vendor at <http://dekalbschoolsga.ionwave.net>. NOTE: A virtual mandatory pre-submittal conference will be held on **Tuesday, May 7, 2024, 10:00 a.m., EST**, via Microsoft Teams. Attendees must provide the following information by **5:00 p.m., EST on Monday, May 6, 2024**

1. Individual Name and Title
2. Company Name
3. Telephone Number
4. Email Address

This information must be sent to [dcsd-op-solicitation@dekalbschoolsga.org](mailto:dcsd-op-solicitation@dekalbschoolsga.org). A meeting link will be sent to all registered attendees no later than **9:30 a.m., EST on Tuesday, May 7, 2024**.

This document shall serve to provide interested parties with specific information as to the Procedures for Selection of Professional Geotechnical, Environmental and Construction Material Testing Services for the DeKalb County School District.

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Attachment A	Geotechnical, Environment and Construction Material Testing Services Checklist and Certification
Attachment B1	Corporate Certificate
Attachment B2	Partnership Certificate
Attachment B3	Entity Certificate
Attachment C	Geotechnical, Environmental and Construction Material Testing Professional Rate Schedule Form
Attachment D	Offeror’s and Individuals’ Affidavit of Noncollusion
Attachment E	Conflict of Interest Disclosure Affidavit
Attachment F	Consent to Release Information
Attachment G	Immigration and Security Certification
Attachment H	No Submittal Response

**Appendices (separate file from RFQu)**

Appendix A	Not Applicable
Appendix B	Design Review-Minimum Submittal Requirements (SCL>\$5M)
Appendix C1	DCSD Elementary School Educational Specifications
Appendix C2	DCSD Middle School Educational Specifications
Appendix C3	DCSD High School Educational Specifications
Appendix D	DCSD 2020 Vision – Educational Specifications and Geotechnical, Environmental and Construction Material Testing Guidelines
Appendix E	DCSD 2023-2024 and 2024-2025 School Calendar
Appendix F	Continuing Contract for Geotechnical, Environmental and Construction Material Testing Services

**REQUEST FOR QUALIFICATIONS**  
**PROFESSIONAL GEOTECHNICAL, ENVIRONMENTAL AND**  
**CONSTRUCTION MATERIAL TESTING SERVICES**

**BACKGROUND**

As the third largest school district in Georgia, the DeKalb County School District (DCSD) has more than 14,000 full-time employees and serves over 93,000 students throughout DeKalb County. DCSD has approximately 138 schools and centers, including 77 elementary, 19 middle schools and 22 high schools; 8 start-up charter schools, 13 specialized centers, 6 administrative centers and 5 athletic stadiums. Most facilities were constructed in the 1950's and 1960's. Almost all facilities have had some form of renovation, repair, or addition over the years.

Since 1997, the Owner has utilized Education SPLOST (Special Purpose Local Option Sales Tax) funds as the primary funding source for its capital improvement programs (CIP). On November 22, 2021, the DeKalb County voters approved the Owner's sixth E-SPLOST program. It is anticipated that approximately \$700 million will be available to fund the District's 2022-2027 Capital Improvement Program through the utilization of the approved SPLOST funds, in conjunction with the State of Georgia's Capital Outlay Program.

A copy of the CIP Summary and more detailed information regarding the CIP can be obtained on the District's website at [www.dekalbschoolsga.org/e-splost/](http://www.dekalbschoolsga.org/e-splost/)

**1.0 PROJECT DESCRIPTION**

The DCSD is interested in entering into a contract with a minimum of six (6) qualified professional Geotechnical, Environmental and Construction Material Testing firms to provide services of a specified nature as outlined in the contract to be entered into, the form of said contract being attached hereto, said services consisting of providing professional Geotechnical, Environmental and Construction Material Testing Services. The specified services shall consist of providing Geotechnical, Environmental and Construction Material Testing services throughout the District, as required and directed by the District, on its various remodeling, renovations, life safety, maintenance and repair projects. At a minimum all projects should meet the **DCSD 2020 VISION - Educational Specifications and Geotechnical, Environmental and Construction Material Testing Guidelines**, (Appendix D).

**2.0 GENERAL SCOPE OF WORK**

- 2.1** Provide professional Geotechnical, Environmental and Construction Material Testing services, as directed by the DCSD for projects and tasks as may be required on an as needed basis by the District. Scope of work includes but is not limited to basic Geotechnical, Environmental and Construction Material Testing services, bidding assistance and construction contract administration services as needed.
- 2.2** Since these services are primary Geotechnical, Environmental and Construction Material Testing related, the lead firm must be a licensed Geotechnical, Environmental and Construction Material Testing business.
- 2.3** It is anticipated that we will select at least six Geotechnical, Environmental and Construction Material Testing firms for this project. DCSD reserves the sole right to select more or less than three Geotechnical, Environmental and Construction Material Testing firms as it deems necessary.

- 2.4 The performance period for the Agreement is one (1) year from the effective date. In addition to the base period of one (1) year, there are four (4) one-year optional renewal terms (each a "Renewal Term") to be exercised at the sole discretion and approval of the DeKalb County School District.

### 3.0 REQUIREMENTS

- 3.1 Firms must meet the following requirements:
- 3.1.1 Requirements of the Request for Qualifications (RFQu).
  - 3.1.2 It is preferable that the Firm has experience providing Geotechnical, Environmental and Construction Material Testing Services for K-12 public school programs.
  - 3.1.3 Firm must be authorized to do business in the State of Georgia and must possess professional service registrations in accordance with applicable statutes, regulations, and rules.
  - 3.1.4 Firms must be knowledgeable of the requirements of Georgia Code.
  - 3.1.5 Firms must be able to demonstrate financial strength appropriate to the scale of Project to be managed.
  - 3.1.6 Statements of Qualifications must be submitted electronically to the School District on or before the time and date indicated in the RFQu.
  - 3.1.7 Statements of Qualifications should be limited to not more than 30 electronic pages. Submissions in excess of 30 electronic pages will not be disqualified; however, clarity, conciseness, and brevity of this document will be part of the evaluation criteria.
  - 3.1.8 Statements of Qualification which have not been received by the DeKalb County School District on or before the scheduled receipt time as set forth in the RFQu will not be considered.
  - 3.1.9 The selected firm and its sub consultants will be required to meet the insurance requirements of DCSD.
  - 3.1.10 The costs of participating in the selection process, including presentations to the Selection Committee, are solely those of the firm; DCSD will assume no responsibility for any costs.
  - 3.1.11 DCSD reserves the right to waive informalities and to terminate the selection process.

### 4.0 STATEMENT OF QUALIFICATIONS

#### *Required Information and Format*

Statements of Qualifications must provide the required information in the following order and format:

- 4.1 Letter of introduction and interest signed by an officer or partner of the responding firm. Letter shall include specific reason(s) why firm would be the best choice for the project listed. Letter shall include name of entity submitting, contact name, phone number, e-mail address, fax number and address of firm submitting.
- 4.2 Table of Contents
- 4.3 Compliance Information

This is a compliance section and carries no evaluation points. Firms must meet minimum criteria as specified to receive further consideration. Submittals shall include the following:

- 4.3.1 The Firm must be properly certified by the Georgia Secretary of State to do business in Georgia at the time of submission.
  - 4.3.1.1 State the legal name of the entity submitting and if Firm submitting is a corporation, joint venture, or partnership. Note: It is understood that if selected for this project the stated entity name will be used in all legal contracting documents derived from this selection.
  - 4.3.1.2 Provide a copy of certification for proper incorporation or registration from Georgia Secretary of State. In the alternative, joint ventures and partnerships should provide a copy of their joint venture or partnership agreement and certification from the Georgia Secretary of State establishing that each joint venture partner or partner is authorized to do business in Georgia.
- 4.3.2 The Firm must be properly registered, licensed, and certified at the time of submission:
  - 4.3.2.1 Firms and sub consultants must be property licensed. Provide copy of current Georgia Professional Registration for Geotechnical, Environmental and Construction Material Testing.
  - 4.3.2.2 If Firm is a joint venture, provide copy of the joint venture agreement and either:
    - a. Copy of current Georgia Professional Registration of the joint venture; or
    - b. A copy of the current Georgia Professional Registration of one of the joint venture partners.
- 4.3.3 The Firm must have been in continuous business for a minimum of five years. Note: If Firm is a joint venture, at least one of the companies comprising the joint venture or partnership must have been in continuous business for a minimum of five years.
  - 4.3.3.1 State number of years in business. **If the Firm is a joint venture, state both the number of years that the joint venture has been in business, as well as the number of years that each joint venture partners has been in business.**

- 4.3.3.2 State the location, address, and telephone number of Firm's offices. If the Firm is a joint venture or partnership, identify the location, address, and telephone number of the principal place of business of the joint venture or partnership designated with the Georgia Division of Corporations.
- 4.3.3.3 Submit the names of owners, officers or principals in charge.
- 4.3.4 The Firm must identify any existing or potential conflicts of interest and disclose any representation of parties or other relationships that might be considered a conflict of interest with regard to this selection. "Conflict" or "conflict of interest" means a situation in which regard for a private interest tends to lead to disregard of a public duty or interest.
  - 4.3.4.1 If any conflicts of interest issues are identified, provide a detailed plan of action on how any existing or potential conflicts of interest will be mitigated in the case your firm is recommended for this project. DCSD at its sole discretion shall determine the adequacy of the plan and whether the conflict will disqualify the firm from consideration for the RFQu. If DCSD determines that the firm will be disqualified due to the conflict, the firm's proposal will not be evaluated or considered by the Selection Committee.
- 4.3.5 The Firm must demonstrate they have the necessary financial resources to complete the project and show their history of working proactively to avoid litigation with Owners.
  - 4.3.5.1 Financial Statement: The Firm's financial capability is to be expressed in the financial statement (audited financial current within the past twelve months, such as a balance sheet and statement of operations) and should indicate the resources and the necessary working capital to assure financial stability through the completion of the project. A certified audit is preferred; however, the Firm's most recent tax return and balance sheet will be accepted. If the Firm is a joint venture or partnership all firms comprising the submitting entity will be required to submit the previously requested documentation.
  - 4.3.5.2 Insurance Capacity: Firms must provide evidence that they have all insurance coverages as specified in Geotechnical, Environmental and Construction Material Testing contract included with this RFQu (See Appendix I).
  - 4.3.5.3 Litigation: Submit all litigation of any kind involving firm, its officers or directors with a project owner where the total amount in controversy exceeds \$100,000.00 within the last five years. If the firm is a joint venture or partnership submit litigation involving all firms comprising the submitting entity. State the court and location of the litigation.
  - 4.3.5.4 Insurance Claims: Submit all Errors & Omissions and/or Professional Liability claims filed against the firms' policy in the last two years for the proposal submittal date. The information should include the amount and nature of the claim(s).

## 5.0 INITIAL SCREENING CRITERIA

5.1 Individual Review: Proposal Evaluation Committee (“PEC”) members shall use the Proposal Evaluation Form (Exhibit A) for the RFQu to document their review and evaluation of each Proposal in accordance with the criteria listed below, within their respective areas of experience and knowledge.

5.1.1 Successful Related Geotechnical, Environmental and Construction Material Testing Experience (30 points):

Major consideration will be given to the successful completion of previous projects comparable in design, scope and complexity. This will include evaluating the firm’s performance and quality of work on previous projects.

5.1.1.1 List the projects which best illustrate the experience of the firm which utilized the current staff which is being assigned to this Project. (List no more than 10 projects and do not list projects which were not completed by your firm or completed more than ten years ago). Include the following for each project:

- a. Name and location of the project.
- b. The nature of the firm's responsibility on the project.
- c. Project owner's representative name, address, telephone and facsimile number.
- d. Project user's representative name, address and telephone number.
- e. Date project construction was completed.
- f. Size of project (construction gross square feet).
- g. Cost of project (construction cost).
- h. Work for which firm's staff was responsible.
- i. Present status of the project.
- j. Firm's key professionals involved on the project and who of that staff would be assigned to the Project covered by this RFQu.

5.1.2 Proposed Project Staff and their Functions (30 points):

The quality, experience and quantity of staff and their functions will be evaluated by the Committee. The Committee will also evaluate the firm’s capabilities to provide service.

5.1.2.1 Organization Chart: Develop an organization chart as it relates to the Project indicating key personnel, their relationship, and **all consultants** to be used on this project.

5.1.2.2 The firm shall name the actual staff to be assigned to this Project, describe their ability and experience, and indicate the function of each within their organization and their proposed role on this Project. **It is the intent that the proposed staff shall be assigned to this Project unless otherwise approved by Owner. The staff shall be present at the time of interview.**

5.1.2.3 Give brief resumes of key persons to be assigned to the Project including, but not limited to, the following:

- a. Name and title.
- b. Job assignment for other projects.
- c. How many years with this firm. For sub-consultants, list prior projects your firm has worked with sub-consultant.
- d. How many years with other firms.
- e. Experience including types of projects, size of projects (dollar value and square footage of project), and specific project involvement.
- f. Education.
- g. Active registrations (if any).
- h. If submitting as a joint venture or partnership, include the assigned staff for the joint venture or partnership and indicate which of the joint ventures or partners employs the staff member.

5.1.3 Workload (15 points):

As part of the evaluation criteria, the Committee will review the firms and their sub-consultants current workload. If the submitting firm is a joint venture, the Committee will review the current workload of each of the firms comprising the submitting entity. A maximum of ten points will be awarded based on an evaluation of the firm's total workload and capacity to perform the work.

5.1.3.1 Firms and their sub-consultant(s) shall provide a list of outstanding projects, client names, status of completion, anticipated completion date, and dollars committed on open project workload. Furthermore, if the submitting firm is a joint venture they shall also include projects for each firm comprising the joint venture.

Definition of sub-consultant as it relates to this selection process: An individual and/or firm contracted or to be contracted by the submitting entity to provide services related to or part of those which this will be required as part of this selection process.

5.1.4 Equitable Distribution (10 points):

In an effort to consider the equitable distribution of work, the Committee shall evaluate data showing dollar amounts of contracts and projects awarded by DCSD to the submitting firm(s). In the case of submittals received by joint ventures the contracts and projects awarded to each of the firms comprising the joint venture will be included in the calculation of the projects currently under contract and those awarded by DCSD. Furthermore, this calculation will include all contracts and projects awarded to the submitting firm either as a joint venture or as a separate entity, whereby the submitting firm(s) was one of the entities included in the award and contract. The chart below will be used to award a maximum of 10 points based on the combined dollar amount of projects currently under contract, as well as those awarded by DCSD, but not yet under contract. For those projects already under contract, the contract amount will reflect the dollar amount of the contract value, not including amendments. The projects taken into account in the calculation will be those awarded by the Owner within two (2) years prior to this solicitation opening. For projects recommended but not yet awarded, the contract value will reflect the estimated fee based on the budget listed within the RFQu for which the firm was selected. This single score will be allocated to each firm by the Selection Process Facilitator and added to the cumulative score of the committee members.

Contract Value Awarded/ Recommended by DCSD	Point Value
Up to \$100,000	10 points
\$100,001 to \$500,000	8 points
\$500,001 to \$1,000,000	6 points
\$1,000,000 to \$2,000,000	4 points
Greater than \$2,000,000	0 points

5.1.5 DESIGN FEE (0 POINTS):

Design fee is **NOT** included in the Selection Criteria.

5.1.5.1 Indicate your proposed Geotechnical, Environmental and Construction Material Testing Fee for the Services and Work as required by the Proposal Documents and the Owner's Agreement. Use Owner's Geotechnical, Environmental and Construction Material Testing Fee Form (Attachment C) included in this Request for Qualifications.

5.1.5.2 Indicate any breakdown of the proposed Geotechnical, Environmental and Construction Material Testing Fee as required by the attached form.

5.1.5.3 Acknowledge receipt of addendum, if any.

5.1.5.4 All blanks shall be filled in and shall be filled in by typewriter or manually and legibly, in ink. Interlineations, alterations and erasures must be initialed by the signer of the Proposal.

5.1.6 References (15 points):

The Firm must demonstrate a positive relationship with prior clients on similar projects.

5.1.6.1 The firm shall submit a minimum of three (3) written recommendations from previous owners and discuss their strategy to provide a positive working relationship with DCSD. This strategy must include actual examples of how the firm has demonstrated their cooperation with other Owners. DCSD reserves the option of contacting any of the references provided to confirm information provided.

5.1.6.2 DCSD staff will provide input on a firm's past work performance, this information includes but is not limited to the number of warranty requests and responsiveness, contract and process compliance, and information from the DCSD contractor evaluation process if available.

5.2 Group Review. The PEC members shall meet and discuss the Proposals. The goal of this review is to allow each PEC member the opportunity to fully discuss the Proposals and to identify any information in the proposals deemed by the PEC member to be significant to the evaluation. At the conclusion of this meeting, each PEC member shall render his or her final scores for each proposal and submit his or her Proposal Evaluation Form to the Selection Process Facilitator.

- 5.2.1 The Selection Process Facilitator shall combine the evaluation scores submitted by all PEC members and shall determine the five (5) highest scoring firms (unless otherwise determined) based on the total evaluation scores received. In the event of a tied score for fifth place, all such tied firms shall be included in the short list.
- 5.2.2 Short List Recommendation. The Selection Process Facilitator shall forward the PEC's short list recommendation to the Chief Operating Officer ("the COO"). The COO, in his or her sole discretion, can either accept the short list recommendation or reject the short list recommendation. If the COO accepts the recommendation, the selection process proceeds as noted below. If the COO rejects the short list recommendation, he or she, in his or her sole discretion, can proceed in any of the following methods: directing the Selection Process Facilitator to recommence the selection process at whatever stage the COO deems appropriate (including the Individual Review stage or the Group Review stage); pursuing the project by any other alternative method permitted under Georgia law; or abandoning the project all together. If the COO elects to pursue the project by an alternative method or abandon the project, DCSD shall provide public notice of this decision.
- 5.2.3 Notice of Short List. Once the PEC's short list recommendation has been accepted by the COO, the Selection Process Facilitator will notify all submitting firms of whether or not they appear on the short list and shall provide public notice of the short-listed firms.
- 5.2.4 The short-listed firms shall then be invited for interviews before the PEC, which will be scheduled within three (3) business days of notification.

## 6.0 INTERVIEWS AND PRESENTATION

- 6.1 At the time of its scheduled interview, each short-listed firm shall provide additional information about its firm and operations as may be required by DCSD. This additional information shall include, but is not limited to, the following:
  - 6.1.2 Overall Approach, Methodology, & Knowledge of the Site (30 points):
    - 6.1.2.1 The firm shall provide information regarding its knowledge of local codes and ordinances, as an indication of its ability to deliver quality workmanship in an effective and timely manner.
    - 6.1.2.2 The firm shall demonstrate verbally and graphically its plan for performing the Geotechnical, Environmental and Construction Material Testing Services, documenting the services to be provided and showing the interrelationship of all parties.
    - 6.1.2.3 The firm shall present their quality assurance program. The program shall illustrate how they will assure professional quality, technical accuracy, and coordination of all services required under their contract.
  - 6.1.3 Project Team (25 points):

The firm shall express the general and specific project related experience and capability of in-house staff and sub consultants and their functions as it relates to this project.

6.1.3.1 Organization Chart: Develop an organization chart as it relates to the Project indicating key personnel and their relationship. **It shall be understood that it is the intent of the District to insist that those key personnel indicated as the project team in this RFQu response actually executes the Project.**

6.1.3.2 If a joint venture, or prime subcontractor arrangement of two (or more) firms, indicate how the work shall be distributed between the associated firms. Describe how the organizational structure will ensure orderly communications, distribution of information, effective coordination of activities and accountability.

6.1.4 Cost Control (25 points):

6.1.4.1 Describe how you develop cost estimates, and how they are updated, providing specific examples of successful recommendations implemented and cost containment strategies utilized to maintain project budgets without sacrificing quality. Describe and explain the benefits to the Owner.

6.1.5 Project Scheduling (20 points):

6.1.5.1 As part of the project approach, the firm shall propose a process for scheduling multiple projects and effectively managing and executing the work in the optimum time. Provide a sample schedule and describe any major milestones for achieving the schedule and any other recommendations that may directly impact the schedule.

6.1.5.2 The firm shall describe any representative current projects and the projected versus the actual schedule for each.

6.2 Interview

6.2.1 The short-listed firms shall be invited for interviews before the PEC. At the time of its scheduled interview, each short-listed firm shall provide additional information about its firm and operations as may be required by DCSD. This additional information shall be identified in the RFQu.

6.2.2 The PEC shall schedule a separate interview for each short-listed firm. As part of its interview, and at the Selection Process Facilitator's discretion, each firm shall make a short oral presentation.

6.2.3 After the PEC has interviewed all the short-listed firms, the PEC shall reconvene for the PEC members to discuss the interviews and review each presentation. At the end of this discussion, PEC members shall use the Presentation Evaluation Forms to record their evaluation of each short-listed firm, and then submit the Presentation Evaluation Forms to the Selection Process Facilitator.

6.2.4 The Selection Process Facilitator shall combine the evaluation scores submitted by all PEC members and determine the PEC's ranking of the short-listed firms based upon the total scores assigned to each firm for the presentation stage. If the ranking results in a tied score for the number one or number two ranked firms, additional information shall be requested from the tied firms and presented to the committee. The committee will score the firms based on the responses to the additional information.

6.3 Submittal of recommended highest ranked firm. The Selection Process Facilitator shall submit the highest ranked firm recommended by the PEC to the COO for approval. The COO, in his or her sole discretion, shall either accept the results of the PEC's ranking recommendation and forward it to the Board of Education for approval or reject the results of the ranking recommendation. If the COO accepts the ranking recommendation, the approval process continues as noted below. If the COO rejects the results of the ranking recommendation, he or she, in his or her sole discretion, shall proceed with any of the following methods: directing the PEC Selection Process Facilitator to recommence the selection and ranking process at whatever stage the COO deems appropriate (including the Individual Review stage, the Group Review stage, or the Interview process); pursuing the project by any other alternative method permitted under Georgia law; or abandoning the project all together. If the COO elects to pursue the project through an alternative method or abandon the project all together, DCSD shall provide public notice of that decision.

Upon the COO's approval of the PEC's recommendation, an agenda item shall be prepared and put on the next available agenda for the Board of Education review and approval.

## 7.0 **SELECTION PROCESS:**

- 7.1 The Proposal Evaluation Committee ("PEC") shall be established by the COO. The COO, or his designee, shall approve the members of the PEC, to include the following:
- 7.1.1 At least three (3) DCSD staff persons with expertise in facilities design, construction, operation, and/or maintenance, property, surveying and environmental, as recommended by the Chief Operating Officer from their respective divisions, for the purpose of evaluating and scoring only those elements of the responses that relate to facilities design, construction, operation, and maintenance proposals, and on an as needed basis, those that include property, surveying and environmental.
  - 7.1.2 At least one (1) member of the SPLOST CIP staff with expertise in facilities design, construction, operation, and/or maintenance, property, surveying and environmental, as recommended by the Chief Operating Officer, for the purpose of evaluating and scoring only those elements of the responses that relate to facilities design, construction, operation, and maintenance proposals.
  - 7.1.3 Such other staff person(s) as deemed appropriate by the COO, or his designee, in order to ensure that the PEC includes persons with experience and knowledge in the contractual services being sought, for the purpose of evaluating and scoring only those elements of the responses that relate to the person(s)' area of experience and knowledge.
  - 7.1.4 Membership of the PEC may include representation from other public or private entities or others deemed appropriate as recommended by the Chief Operating Officer. The recommendation may be based on project complexity, project cost and staff capacity.
  - 7.1.5 All voting members of the PEC are required to comply with the provisions of Board Policy DJE and the provisions of the Code of Ethics for Public Officers and Employees. No member shall solicit or knowingly accept any gift, gratuity, loan, special discount, entertainment, transportation, lodging, meals, favor or promise of future employment, based upon any understanding that the vote, official action, or judgment of the member would be influenced thereby.

- 7.2 The Chief Operating Officer, or his designee, shall select a Procurement representative who shall serve as the Selection Process Facilitator to monitor the selection process, ensure compliance with all applicable procedural requirements, limiting discussion which facilitates the procurement process, the facts of the procurement and documentation on file, and will maintain objectivity at all times.
- 7.3 The Selection Process Facilitator shall be responsible for ensuring that each member is provided information on the project, directs discussion as necessary and determine when the committee may need to vote on any compliance related issues.
- 7.4 The final rankings as approved by the Board of Education will rank all proposers from highest to lowest.

## 8.0 SCHEDULE

- 8.1 **Virtual Pre-submittal conference attendance (mandatory).** It is the firm's responsibility to become fully informed as to the nature and extent of the services required. The virtual pre-submittal conference will be held at **10:00 a.m., EST, Tuesday, April 16, 2024**, via Microsoft Teams. The RFQu will be reviewed, and questions will be addressed.
- 8.2 Statements of Qualifications must be received electronically at the DeKalb County School District website <https://dekalbschoolsga.ionwave.net> not later than date and time set forth in the "Advertisement for RFQu for Professional Geotechnical, Environmental and Construction Material Testing Services for Continuing Contract for Geotechnical, Environmental and Construction Material Testing Services. Based on evaluations of Statements of Qualifications, a maximum of five firms may be interviewed at times and location to be determined at a later time. The order of presentation will be determined at DCSD's sole discretion, and the firms so notified.
- 8.3 The dates and times identified in this RFQu are subject to change. All changes will be posted to the DeKalb County School District solicitation website via addendum as it becomes available for all phases of this project.

## 9.0 GENERAL INSTRUCTIONS

- 9.1 Firms are required to register as a supplier using the IONWAVE portal and obtain a username and password.
- 9.2 The response shall contain the manual signature of an authorized representative of the responding firm.
- 9.3 Responses received after the receipt time noted in the RFQu will not be accepted.
- 9.4 Firms responding to the RFQu shall be available for presentations and interviews to the DCSD PEC Selection Committee.
- 9.5 The contents of the proposal of a successful firm may become part of its contractual obligations.
- 9.6 Excluding items 5.1.4 and 5.2, Proposals shall respond to each item noted in sections 4.0 and 5.0 in the order noted. Identify responses with the same paragraph notation as contained in this RFQu.

- 9.7 Submittals shall be typed. All corrections made by the proposer prior to the opening shall be initialed and dated by the proposer. No changes or corrections will be allowed after proposals have been unsealed. Questions: Any questions concerning the RFQu should be submitted electronically via email to the Senior Procurement Manager at [dcsd-op-bidquestion@dekalbschoolsga.org](mailto:dcsd-op-bidquestion@dekalbschoolsga.org). **Questions submitted to any other email address will not be considered.** The deadline for receipt of vendor questions is **Wednesday, May 15, 2024, at 2:00 p.m. EST.** Questions received after the deadline time will not be considered. Questions received by the deadline time will be answered in writing and posted to the DCSD solicitation website <http://dekalbschoolsga.ionwave.net> no later than **Wednesday, May 22, 2024, by 2:00 p.m. EST.** No response other than written by the Senior Procurement Manager, will be binding upon DCSD. All supplemental instructions will be in the form of written Addenda to the RFQu.
- 9.9 Selection committee members, school board members and school board personnel are not to be contacted prior to the Board of Education's decision to approve or reject the final recommendation presented to it by the Chief Operating Officer. **At the discretion of DCSD, failure to comply with this requirement will be grounds for disqualification.**
- 9.10 Specifically, this **NO-CONTACT PERIOD** shall commence on the initial date of the advertisement for Request for Qualifications and continue through and include the date the DeKalb County Board of Education makes its determination to approve or reject the final recommendations.
- 9.11 The assigned contact persons for this RFQu are Belinda Quillet, Senior Procurement Manager and Angela Arlene-Myrick, Procurement Manager. Mrs. Quillet can be reached at (678) 676-1373 or by email at [dcsd-op-bidquestion@dekalbschoolsga.org](mailto:dcsd-op-bidquestion@dekalbschoolsga.org). Mrs. Myrick can be reached at (678) 676-1554 or by email at [angela\\_arlene-myrick@dekalbschoolsga.org](mailto:angela_arlene-myrick@dekalbschoolsga.org). Prospective Respondents must limit their contact regarding this RFQu to the assigned contact persons.
- 9.12 Failure to meet any of these requirements may disqualify your firm from consideration.

## 10.0 TERMS AND CONDITIONS:

- 10.1. DCSD reserves the right to accept or reject any or all proposals in the best interest of DCSD. DeKalb County School District reserves the right to waive any formalities in the selection process.
- 10.2 It is mutually understood and agreed that the nature, amount, and frequency of the Services shall be determined solely by Owner and that Owner does not represent or guarantee unto firm that any specific number of services will be requested or required of firm pursuant to this RFQu.
- 10.3 Proposals which do not comply with these instructions or that do not include the requested data may not be considered.
- 10.4 The successful firm shall not discriminate against any person in accordance with Federal, State or Local law.

- 10.5 It is the sole responsibility of the submitting firm to ensure proposals are received on or before the time and date required, and in the format stated.
- 10.6 By submission of a response to this RFQu, the Respondent certifies that he/she and his/her employees shall not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of controlled substance or drugs during the performance of the contract.
- 10.7 By submission of a response to this RFQu, the Respondent certifies that he/she and his/her employees shall not use tobacco products on DCSD property at any time during the performance of this contract.
- 10.8 Respondents shall fully certify that they, as individuals or as officials of a business entity, have not entered into any agreement, participated in collusion, or otherwise taken any action in restraint of free and competitive responses to this RFQu. Further, Respondents guarantee that their response is not made in conjunction with or on behalf of another party and that they have not been directly or indirectly induced in any manner or taken any action to result in a restriction of trade or in an unfair advantage.
- 10.9 By responding to this RFQu, the offeror certifies that the proposing company and/or its principals have not been suspended, excluded, disqualified, debarred, proposed for debarment, declared ineligible or voluntarily excluded from participation in any transaction by any Federal or State department or agency and that the bidder complies with all applicable orders, rules and regulations related thereto. Further, by responding to this RFQu, the offeror certifies that all lower tier participating individuals and/or company(s) and all respective principals of lower tier participants have not been suspended, excluded, disqualified, debarred, proposed for debarment, declared ineligible or voluntarily excluded from participation in any transaction by any Federal or State department or agency and that the bidder complies with all applicable orders, rules and regulations related thereto.
- 10.10 DeKalb County School District, Georgia, does not discriminate in admission or access to, or treatment or employment in its programs and activities, on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information, sexual orientation, gender identity or expression, or any other reason prohibited by law.
- 10.11 By making a submission, it is understood and agreed that the submitting entity consents to DCSD contacting any parties referenced in the entity's response including, but not limited to, all project owners and references herein.
- 10.12 Submitters acknowledge and agree that the contracting entity will be the Firm name identified in the response to 4.3.1.1.
- 10.13 Appendix I, is the most current version of the DCSD Continuing Contract for Geotechnical, Environmental and Construction Material Testing Services. By submitting a response to this RFQu, submitters acknowledge and agree that they have reviewed the contract and have no objection to it. **All responders should thoroughly review the documents prior to submitting a proposal. Any proposed revisions to the terms or language of these documents must be submitted in writing during the question-and-answer period of the solicitation. All requests must be submitted in writing prior to the close of the final questions.** Requests for revisions will be reviewed and approved or rejected by legal and legal rulings are final. If submitted or proposed thereafter, such proposed revisions to the terms or language of these documents shall

not be considered by the Owner and the Geotechnical, Environmental and Construction Material Testing Services submittal shall be rejected. No alterations can be made in the contract after award by DCSD.

## 11. PROTEST PROCESS:

Any person who is adversely affected by a decision of the DeKalb County School District concerning this procurement, shall adhere to the following Protest Procedures:

11.1 **Protests.** A bidder may file a written protest challenging DCSD's compliance with applicable procurement procedures subject to the bidder's compliance with the provisions outlined below. Any such written protest will be resolved in accordance with these provisions.

11.2 **Types of Challenges.** Any bidder interested in and capable of responding to a competitive solicitation may file a protest with respect to the competitive solicitation process including, but not limited to, a challenge to specifications or any events or facts arising during the solicitation process. Any bidder submitting a timely bid/proposal in response to a competitive solicitation may file a protest with respect to DCSD's intended or actual contract award including, but not limited to, events or facts arising during the evaluation and/or negotiation process.

11.3 **Form of Protest.** At a minimum, the written protest must include the following:

- a. the name and address of the protestor;
- b. appropriate identification of the solicitation;
- c. a statement of reasons for the protest;
- d. supporting exhibits, evidence, or documents to substantiate any claims unless not available within the filing time (in which case the offeror must proceed to file the protest during the filing period identified below but state the expected availability of the material); and
- e. the desired remedy.

**DCSD, at its discretion, may deem issues not raised in the initial protest as waived with prejudice by the protesting offeror.**

11.4 **Filing Protests.** A protest is considered to be properly filed when it is in writing, signed by a company officer authorized to sign contracts on behalf of the offeror, and is received by the Design and Construction Department. The protest may be sent by any of the following means:

**MAIL: Attention: Mr. Erick Hofstetter  
Chief Operating Officer  
DeKalb County School District  
Sam A. Moss Service Center  
1780 Montreal Road  
Tucker, Georgia 30084**

**EMAIL: [erick\\_hofstetter@dekalbschoolsga.org](mailto:erick_hofstetter@dekalbschoolsga.org)**

**The Offeror must observe the following deadlines when filing a protest:**

Type of Protest	Protest Filing Deadline
Challenge to Competitive Solicitation Process	Two (2) business days prior to the closing date and time of the solicitation as identified on the Request for Qualifications.
Challenge to an Intended or Actual Contract Award	In the event DCSD posts a Notice of Intent to Award (“NOIA”), the protest must be filed within ten (10) calendar days of the date the NOIA is posted.
	In the event DCSD does not post a NOIA, the protest must be filed within ten (10) calendar days of the date the Notice of Award (“NOA”) is posted.

**If a bidder fails to file a protest by the applicable deadline, such failure shall be deemed as a waiver with prejudice of any grounds the bidder may have for protest.**

11.6 **Stay of Procurement During Protest Review.** When a protest challenging the competitive solicitation process has been timely filed at least two (2) business days prior to the closing date and time, the solicitation shall not close until a final decision resolving the protest has been issued, unless the Facilities Management Department makes a written determination that the closing of the solicitation without delay is necessary to protect the interests of DCSD.

When a protest challenging an intended contract award has been timely filed, DCSD shall not proceed to actual contract award unless the Design and Construction Department makes a written determination that the issuance of a contract or performance of the contract without delay is necessary to protect the interests of DCSD. If it is determined that it is necessary to proceed with contract performance without delay, the bidder/offeror with this contingent contract may proceed with performance and receive payment for work performed in strict accordance with the terms of the contract. The provisions of this paragraph are not applicable to a protest pertaining to events or facts arising during the solicitation process.

11.7 **Protest Resolution.** The Facilities Management Department shall review and issue a written decision on the protest within seven (7) business days. This decision shall be deemed final. Available remedies for sustained protests are as follows:

- If a protest is sustained prior to the closing date and time of the solicitation, available remedies may include, but are not limited to, the following: modification of the solicitation document including, but not limited to, specifications and terms and conditions; extension of the solicitation closing date and time (as appropriate); and cancellation of the solicitation.
- If a protest of the intended/actual contract award is sustained available remedies may include but are not limited to, the following: revision or cancellation of the NOIA/NOA, re-evaluation and re-award, or re-solicitation with appropriate changes to the new solicitation.

11.8 **Costs.** In no event shall a bidder be entitled to recover any costs incurred in connection with the solicitation or protest process, including, but not limited to, the costs of preparing a bid/proposal, the costs of participating in the protest process, or any attorney fees.

NOTICE  
FOR PROFESSIONAL GEOTECHNICAL, ENVIRONMENTAL AND CONSTRUCTION  
MATERIAL TESTING SERVICES

DeKalb County Board of Education announces that Professional Geotechnical, Environmental and Construction Material Testing Services are required for the project listed below.

PROJECT AND NUMBER: Geotechnical, Environmental and Construction Material Testing Services – RFQu No. 24-752-023

SERVICES TO BE PROVIDED: Professional Geotechnical, Environmental and Construction Material Testing Services for Continuing Contract for Geotechnical, Environmental and Construction Material Testing Services

VIRTUAL PRE-SUBMITTAL MEETING: **May 7, 2024, 10:00 a.m. EST**, via Microsoft Teams  
Attendees must provide the following information by **Monday, May 6, 2024, 5:00 p.m. EST:**

1. Individual Name and Title
2. Company Name
3. Telephone Number
4. Email Address

Information must be sent to [dcsd-op-solicitation@dekalbschoolsga.org](mailto:dcsd-op-solicitation@dekalbschoolsga.org)  
A meeting link will be sent to all registered attendees.  
**Attendance is mandatory.**

DCSD CONTACT: Belinda Quillet, Senior Procurement Manager  
Angela Arlene-Myrick, Procurement Manager

SUBMIT QUALIFICATIONS TO: <http://dekalbschoolsga.ionwave.net>

QUALIFICATIONS DUE DATE AND TIME: **May 30, 2024, 2:00 p.m. EST**

Requirements: Interested firms are required to comply with all requirements of the Request for Qualification (RFQu). A copy of the RFQu and any and all clarifications issued shall be obtained from the DeKalb County School District web site <http://dekalbschoolsga.ionwave.net>. Furthermore, all Notices concerning this solicitation and award shall be posted to the aforementioned web site. These Notices shall include, but are not limited to short list meeting dates and times, presentation meeting dates and times, intended decision and decision information.

**(End of RFQu Document Consisting of 19 Pages)**

**Attachments and Appendices Included in Separate Package**

## ATTACHMENT A: GEOTECHNICAL, ENVIRONMENTAL AND CONSTRUCTION MATERIAL TESTING SERVICES CHECKLIST AND CERTIFICATION

The undersigned, hereby acknowledges having received **Request for Qualifications (RFQu) No. 24-752-023** for Project No. N/A ; **Professional Geotechnical, Environmental and Construction Material Testing Services** containing a full set of documents:

### Owner's Project Specific Information

Appendix B:	Geotechnical, Environmental and Construction Material Testing Services Review-Minimum Submittal Requirements (11 pages)
Appendix C1:	DCSD Elementary School Educational Specifications (9 pages)
Appendix C2:	DCSD Middle School Educational Specifications (9 pages)
Appendix C3:	DCSD High School Educational Specifications (8 pages)
Appendix D:	DCSD Design Guidelines for Facility Construction (51 pages)
Appendix E:	DCSD 2023-2024 and 2024-2025 School Calendar (2 pages)
Appendix F:	Continuing Contract for Professional Services (38 pages)

**IMPORTANT NOTICE: The omission of any of the required items listed below shall cause the bid submission to be declared non-responsive and to be rejected.**

Owner's Standard Forms:		Include with Proposal	Check Box to Confirm Inclusion
Attachment A	Geotechnical, Environmental and Construction Material Testing Services Checklist and Certification (2 pages)	YES	<input type="checkbox"/>
Attachment B1	Corporate Certificate (1 page)	B1 or B2 or B3 as applicable	<input type="checkbox"/>
Attachment B2	Partnership Certificate (1 page)		<input type="checkbox"/>
Attachment B3	Entity Certificate (1 page)		<input type="checkbox"/>
Attachment C	Design Professional Rate Schedule (5 pages)	YES	<input type="checkbox"/>
Attachment D	Offeror's and Individuals' Affidavit of Noncollusion (2 pages)	YES	<input type="checkbox"/>
Attachment E	Conflict of Interest Disclosure Affidavit (2 pages)	YES	<input type="checkbox"/>
Attachment F	Consent to Release Information (1 page)	YES	<input type="checkbox"/>
Attachment G	Immigration and Security Certification (2 pages)	YES	<input type="checkbox"/>
Attachment H	No Submittal Response Form (1 page)	N/A	
Other Requirements:		Include with Proposal	Check Box
Copy of Business License and Certificates		YES	<input type="checkbox"/>
Certificate of Insurance		YES	<input type="checkbox"/>
Electronic Version of bid documents		YES	<input type="checkbox"/>

Indicate **Addenda(s) Nos.** \_\_\_\_\_ received (**none unless indicated here**). The Geotechnical, Environmental and Construction Material Testing/ Engineer is responsible for reading and understanding all sections of this RFQu, and affirms that the Geotechnical, Environmental and Construction Material Testing /Engineer shall be bound by all of the terms and conditions contained in this RFQu.

Further, the undersigned, being duly sworn, states on oath that no disclosures of ownership have been withheld from the Board, that the information provided herein is current, and Geotechnical, Environmental and Construction Material Testing/Engineer and its officers and employees have not entered into any agreement with any other Geotechnical, Environmental and Construction Material Testing/Engineer or prospective Geotechnical, Environmental and Construction Material Testing/Engineer or with any other person, firm or corporation relating to any prices or other terms named in this RFQu or any other RFQu, nor has it entered into any agreement or arrangement under which a person, firm or corporation is to refrain from responding to this RFQu.

Name of Geotechnical, Environmental and Construction Material Testing/Engineer:

\_\_\_\_\_

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

Notary Public: \_\_\_\_\_ My commission expires: \_\_\_/\_\_\_/\_\_\_.

(SEAL)

**THE DEKALB COUNTY SCHOOL DISTRICT RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS AND TO WAIVE INFORMALITIES.**

**ATTACHMENT B1: CORPORATE CERTIFICATE**

---

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, certify that I am the Secretary of the corporation named as offeror in the foregoing proposal; that \_\_\_\_\_ who signed said proposal on behalf of the offeror was then \_\_\_\_\_ of said corporation; that said proposal was duly signed for and in behalf of said corporation by authority of its Board of Directors, and is within the scope of its corporate powers; and that said corporation is organized under the laws of the State of \_\_\_\_\_.

\_\_\_\_\_  
[signature]

\_\_\_\_\_  
[typed name]

Subscribed and sworn to  
before me this \_\_\_\_ day of  
\_\_\_\_\_, 2\_\_\_\_.

(SEAL)

\_\_\_\_\_  
Notary Public

My Commission Expires:  
\_\_\_\_/\_\_\_\_/\_\_\_\_

**ATTACHMENT B2: PARTNERSHIP CERTIFICATE**

---

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, personally appeared \_\_\_\_\_, who executed the above proposal, and being first duly sworn, deposes and says that he or she is a general partner in the firm of \_\_\_\_\_ and that said firm consists of himself or herself and \_\_\_\_\_ and that he or she executed the foregoing proposal on behalf of said firm for the uses and purposes stated therein, and that no one except the above named members of the firm have any financial interest whatsoever in said proposed contract.

\_\_\_\_\_  
[Affiant's Signature]

\_\_\_\_\_  
Partner

\_\_\_\_\_  
Partner

\_\_\_\_\_  
Partner

\_\_\_\_\_  
Partner

Subscribed and sworn to  
before me this \_\_\_ day of  
\_\_\_\_\_, 2\_\_\_\_\_.

(seal)

\_\_\_\_\_  
Notary Public

My Commission Expires:  
\_\_\_/\_\_\_/\_\_\_

NOTE: If only one partner signs, a Power of Attorney executed by all other partners authorizing him or her to act in the name of the partnership must be attached; otherwise, all partners must sign.

**ATTACHMENT B3: ENTITY CERTIFICATE**

---

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, certify that I am the Secretary of the entity named as offeror in the foregoing proposal; that \_\_\_\_\_ who signed said proposal in behalf of the offeror was then \_\_\_\_\_ of said entity; that said proposal was duly signed for and on behalf of said entity by due authority, and is within the scope of its legal powers; and that said entity is a \_\_\_\_\_ organized under the laws of the State of \_\_\_\_\_.

\_\_\_\_\_  
*[signature]*

\_\_\_\_\_  
*[typed name]*

Subscribed and sworn to  
before me this \_\_\_\_ day of  
\_\_\_\_\_, 2\_\_\_\_.

(SEAL)

\_\_\_\_\_  
Notary Public

My Commission Expires:  
\_\_\_\_/\_\_\_\_/\_\_\_\_

**ATTACHMENT D: OFFEROR'S and INDIVIDUALS' AFFIDAVIT OF NONCOLLUSION**

*(This affidavit to be executed in accordance with O.C.G.A. § 36-91-21(e))*

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

COMES NOW, \_\_\_\_\_ ("Offeror"),  
*[Name of Offeror]*

appearing by and through \_\_\_\_\_, its \_\_\_\_\_  
*[insert name of individual with authority to bind Offeror]* *[title]*

(averring both individually and in his or her representative capacity on behalf of Offeror) (the "Individual and Representative Affiant"), and

*[in these blanks insert the names of all those required to give the oath under O.C.G.A. § 36-91-21(e)]*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(collectively, the "Individual Affiants"), and each of the Individual And Representative Affiant and the Individual Affiants, after first being duly sworn, deposes and says that:

1. He, she or it, as applicable, has not directly or indirectly violated subsection (d) of the Official Code of Georgia Annotated Section 36-91-21, which subsection provides as follows:

(d) Whenever a public works construction contract for any governmental entity subject to the requirements of this chapter is to be let out by competitive sealed bid or proposal, no person, by himself or herself or otherwise, shall prevent or attempt to prevent competition in such bidding or proposals by any means whatever. No person who desires to procure such work for himself or herself or for another shall prevent or endeavor to prevent anyone from making a bid or proposal therefor by any means whatever, nor shall such person so desiring the work cause or induce another to withdraw a bid or proposal for the work.

2. If the Offeror is a partnership, then the Individual and Representative Affiant, together with the Individual Affiants, constitute all of the partners and any officer, agent or other person who may have represented or acted for them in bidding or proposing for or procuring the contract for the DeKalb County

Board of Education Professional Geotechnical, Environmental and Construction Material Testing Services (the "Project").

3. If the Offeror is a corporation or other entity, then the Individual And Representative Affiant, together with the Individual Affiants, constitute all officers, agents, or other persons who may have acted for or represented the corporation or other entity in bidding for or procuring the contract for the Project.

Further, the Individual And Representative Affiant and the Individual Affiants sayeth not.

This \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_

\_\_\_\_\_  
*[insert name of Offeror]*

and

\_\_\_\_\_  
*[insert name of Individual And Representative Affiant]*

By: \_\_\_\_\_, both individually and on behalf of Offeror as its  
*[signature]*

\_\_\_\_\_  
*[insert title]*

Individual Affiants' signatures and names:

x \_\_\_\_\_  
Name:

x \_\_\_\_\_  
Name:

x \_\_\_\_\_  
Name:

x \_\_\_\_\_  
Name:

x \_\_\_\_\_  
Name:

x \_\_\_\_\_  
Name:

x \_\_\_\_\_  
Name:

x \_\_\_\_\_  
Name:

x \_\_\_\_\_  
Name:

x \_\_\_\_\_  
Name:

x \_\_\_\_\_  
Name:

x \_\_\_\_\_  
Name:

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

Notary Public: \_\_\_\_\_ My commission expires: \_\_/\_\_/\_\_.

(SEAL)

**ATTACHMENT E: CONFLICT OF INTEREST DISCLOSURE AFFIDAVIT**

I HEREBY CERTIFY, UNDER OATH, that

1. I (*Printed Name*), \_\_\_\_\_ am the (*Title*) \_\_\_\_\_ and I am the duly authorized representative of the firm of (*Firm Name*) \_\_\_\_\_ (the "Firm") for purposes of this Affidavit, whose address is (*Firm Address*) \_\_\_\_\_, and I possess the legal authority to make this Affidavit on behalf of myself and the Firm, as follows:

2. The following employee(s), officer(s) or agent(s) of the Firm (collectively, "Firm Representative") is/are related, by blood or marriage, to an employee, agent or Board Member of the DeKalb County Board of Education (collectively, "Owner Representative"), as indicated below:

<u>Firm Representative</u>	<u>Owner Representative</u>	<u>Relation</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Except as listed below under "EXCEPTIONS", neither the Firm nor any Firm Representative have any conflicts of interest, whether real or potential, due to kinship, ownership, other clients, other contracts, interests, or otherwise concerning the DeKalb County Board of Education, the Project, or any Owner Representative:

EXCEPTIONS (*fully disclose and completely explain*)

[Continued on Next Page]

4. This disclosure is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid, proposal or qualification statement for the same contract or project and is in all respects without collusion or fraud.

Wherefore, the foregoing disclosure is fully complete and true, and may be relied upon by the DeKalb County Board of Education:

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Date: \_\_\_\_\_

Sworn to and described before me this \_\_\_\_\_ day of \_\_\_\_\_

Personally known: \_\_\_\_\_

OR Produced Identification: \_\_\_\_\_

Type of Identification: \_\_\_\_\_

Notary Public – State of \_\_\_\_\_

My Commission Expires \_\_\_\_\_

Affix Notary Seal Here:

**ATTACHMENT F: CONSENT TO RELEASE INFORMATION**

The undersigned, having submitted a competitive sealed Proposal to the DeKalb County Board of Education in respect of a local government entity public works construction project (or being a partner in a joint venture that has submitted such proposal), hereby authorizes any person or entity having in its possession, custody or control any information regarding the undersigned to fully disclose and make available such information to the DeKalb County Board of Education, its agents, attorneys and other representatives.

This \_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

\_\_\_\_\_  
*[Printed name of person or entity consenting to release of information]*

By: \_\_\_\_\_

Printed name: \_\_\_\_\_

Printed Title: \_\_\_\_\_

## ATTACHMENT G: IMMIGRATION AND SECURITY CERTIFICATION

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**If you are providing service, performing work, or delivering goods to the DeKalb County Board of Education/DeKalb County School District including, but not limited to schools, warehouses and central offices, the applicable Georgia Security and Immigration Compliance documents found here must be completed, signed, notarized, and submitted with your bid/proposal. Failure to provide this document with your bid/proposal will result in the disqualification of the bid/proposal.**

1) Offeror/Bidder shall at all times comply with the Georgia Security and Immigration Compliance Act, as amended, O.C.G.A. § 13-10-90 et. seq.

2) In order to insure compliance with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act, as amended by the Illegal Immigration Reform Act of 2011, O.C.G.A. § 13-10-90 et. seq. (collectively the "Act"), the Offeror **MUST INITIAL** the statement applicable to Offeror below:

(a) \_\_\_\_\_ **(Initial here)**: Offeror declares under penalties of perjury that, Offeror has registered at <https://e-verify.uscis.gov/enroll/> to verify information of all new employees in order to comply with the Act; is authorized to use and uses the federal authorization program under the federal work authorization user identification number issued on the date of authorization below; will continue to use the authorization program throughout the contract period; Offeror further warrants and agrees Offeror shall execute and return any and all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 et. seq. **[Offerors who initial (a) must attach and return a signed, notarized Contractor Affidavit and Agreement with the Contract if awarded];**

**or**

(b) \_\_\_\_\_ **(Initial here)**: Offeror/Bidder warrants that he/she does not employ any other persons, and he/she does not intend to hire any employees or to perform the Contract. **[Offerors/Bidders who initial (b) must attach and return a signed, notarized Affidavit of Exception with the Contract if awarded];**

**or**

(c) \_\_\_\_\_ **(Initial here)** Offeror/Bidder is an individual who is licensed pursuant to Title 26 or Title 43 or by the State Bar of Georgia and is in good standing when such contract is for services to be rendered by such individual and thus does not have to provide an affidavit.

— 3) \_\_\_\_\_ **(Initial here)** Offeror/Bidder will not employ or contract with any subcontractor in connection with a covered contract unless the subcontractor is registered, authorized to use, and uses the federal work authorization program; and provides Offeror/Bidder with all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 et. seq.

4) \_\_\_\_\_ **(Initial here)** Offeror/Bidder agrees that, if Offeror/Bidder employs or contracts with any sub-contractor in connection with the covered contract under the Act and DOL Rules 300-10-1-.01,

et seq that Offeror/Bidder will secure from each sub-contractor at the time of the contract the sub-contractor's name and address, the employee-number applicable to the sub-contractor, the date the authorization to use the federal work authorization program was granted to sub-contractor; the subcontractor's attestation of the subcontractor's compliance with the Act and Georgia Department of Labor Rule 300-10-1-.01, et seq.; and the subcontractor's agreement not to contract with sub-subcontractors unless the sub-subcontractor is registered, authorized to use, and uses the federal work authorization program; and provides subcontractor with all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 et. seq.

- 5) \_\_\_\_\_ **(Initial here)** Offeror/Bidder agrees to provide the DeKalb County School District with all affidavits of compliance as required by O.C.G.A. § 13-10-90 et seq. and Georgia Department of Labor Rules 300-10-1-.01, et seq within five (5) business days of receipt.

_____	_____
Signature	Date
_____	_____
EEV/Basic Pilot Program User Identification Number	Date of Authorization

Firm Name: \_\_\_\_\_

Street/Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE

\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

**ATTACHMENT H: NO SUBMITTAL RESPONSE FORM**

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RFQu Number: **24-752-023**

Title: **Professional Geotechnical, Environmental and Construction Material Testing Services**

If your company will not be submitting a proposal in response to this Request for Qualifications, please complete this form and return or email, prior to the RFQu due date established within to:

**DeKalb County Board of Education (the "Board")**  
**Attention: Senior Procurement Manager**  
**Email: [belinda\\_quillet@dekalbschoolsga.org](mailto:belinda_quillet@dekalbschoolsga.org)**

This information will assist Procurement Services in the preparation of future RFQu's.

Company Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Please check reason for a "no submittal."

- \_\_\_\_\_ Specifications 'too tight,' geared toward one brand or manufacturer (explain below)
- \_\_\_\_\_ Insufficient time to respond
- \_\_\_\_\_ Specifications unclear (explain below)
- \_\_\_\_\_ We do not offer this service or an equivalent
- \_\_\_\_\_ Our schedule does not permit us to perform
- \_\_\_\_\_ Unable to meet specifications
- \_\_\_\_\_ Unable to meet bond requirements
- \_\_\_\_\_ Unable to hold prices respondent throughout the term of the contract period
- \_\_\_\_\_ Unable to meet insurance requirements
- \_\_\_\_\_ Other \_\_\_\_\_

Explanation: \_\_\_\_\_

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If submitting this form, **only** this form needs to be returned.

## **Appendix B - Design Review– Minimum Submittal Requirements**

*(Stated Cost Limitation Value > \$2M)*

### **Preliminary Consultation**

The purpose of the Preliminary Consultation is to confirm the existing conditions and requirements and to develop a plan for the work.

1. Review Scope as provided within the RFQu
2. Review Facility Assessment Report
3. Review As-built Documentation/Building Space Survey
4. Code Review
5. Utilities Review
6. Program/Planning Work Sessions
7. Preliminary Presentation
8. Final Submission

### **Schematic Design - Minimum Submittal Requirements:**

The purpose of the Schematic Design is to confirm that the design solution meets the client's functional needs as defined in the Program for the project. Reviewers focus on site use, layout, adjacency requirements, room sizes, and similar issues.

1. Site plans showing:
  - a) Adjacent building structures
  - b) Easements and infrastructure/utilities
  - c) Topographical features and existing plantings
  - d) Vehicular and pedestrian site access and flow
  - e) Landscape/ hardscape plan
  - f) Grading plan
  - g) Draft of storm meter management plan (as needed)
  - h) Preliminary site logistics plan
  - i) Tree protection plan
2. Floor plans showing:
  - a) Double line room layouts with door swings
  - b) Public, private and service circulation
  - c) Vertical circulation through the facility
  - d) Program room numbers and corresponding program areas on the plans special features
  - e) Wall ratings and types
3. Elevations:
  - a) Identify major elements for facility character

## **Appendix B - Design Review– Minimum Submittal Requirements**

*(Stated Cost Limitation Value > \$2M)*

- b) Graphical identification of proposed materials with shades and shadows to illustrate depth and volume as well as the contextual relationships to the Owner's site as appropriate.
- 4. Cost information showing:
  - a) Preliminary cost comparisons between schemes, if applicable
  - b) Cost of special features or phasing premiums
- 5. A statement of probable construction cost. At a minimum, the cost estimate must address the systems shown below. A breakdown into sub-component systems is encouraged but not required. Each component or sub-component must identify the unit, unit cost, cost per square foot, and the percentage of the total construction cost:
  - a) General conditions, profit and overhead
  - b) Site work
  - c) Foundations
  - d) Superstructures
  - e) Exterior closures
  - f) Roofing
  - g) Interior construction and finishes
  - h) Conveying
  - i) Special construction
  - j) Fire protection
  - k) Plumbing
  - l) HVAC
  - m) Electrical
  - n) Controls
  - o) Communications and security
- 6. Specifications and Other Information:
  - a) Include the proposed table of contents
  - b) Provide an outline specification or narrative indicating materials, types of construction, proposed mechanical systems, plumbing systems, fire protection, security systems, and proposed electrical and life cycle analysis investigations
- 7. A written narrative of the energy and life cycle analysis investigation.
- 8. An updated project schedule
- 9. Any special phasing or sequencing
- 10. Any testing / analysis
- 11. Any LEED or sustainable design considerations
- 12. An updated Space and Functional Program specifically identifying any modifications.
- 13. Life Cycle Cost Analysis.

## **Appendix B - Design Review– Minimum Submittal Requirements**

*(Stated Cost Limitation Value > \$2M)*

### **Design Development - Minimum Submittal Requirements**

In the Design Development Phase, reviewers are looking at methods of construction, materials, building support systems, and choice of products. Design Development requirements are in addition to Schematic Design Requirements.

1. All comments from the Schematic Design Review Process must be incorporated into the Design Development design review submittal or a written narrative explaining in detail why specific comments were not incorporated must be included.
2. Civil Discipline
  - a) Site Grading and Drainage Plan: Show developed drainage concepts, include existing and new contours, drainage structures (numbered for general reference), and spot grade elevations.
  - b) Site Utilities Plan: Indicate the plan relationships of existing and proposed utilities. Vertical relationship of the utilities will be noted by plan notations and profiles. Site plan including grading and site utilities, utility connection points, and a storm water management design.
  - c) Planting Plan: Illustrate the center points at desired spacing of major plantings. A key will explain the proposed form and design characteristics of the plants (large shade tree, flowering ornamental tree, low evergreen shrub, etc.). An existing tree to remain will have an “o” for its center point. A proposed tree will have an “x” for its center point or appropriate legend indicators.
  - d) Design Details: Show the design or detailing to be used in the site development. These details will clarify the relationship of vertical and horizontal surfaces, steps, walls, and pavements, etc., including edge conditions at adjacent surfaces.
3. Architectural Discipline
  - a) Site Layout and Materials Plan: Illustrate the design forms and materials to be used. Major dimensions will be indicated. All appearance-related design issues should be addressed, resolved, and shown. LEED and sustainable design and construction should be considered.
  - b) Dimensioned floor plans indicating structural bay sizes and overall building dimensions. Floor Plan should show dimensions of major elements and final partition locations, including all openings.
  - c) Exterior and core wall sections showing final dimensional relationships, materials, and component relationships.
  - d) Floor Plan showing all fixed and loose equipment
  - e) Large-scale plans and sections
  - f) Room finish schedule identifying all finishes.
  - g) Interior and exterior finish and color schedule (exposed finished mechanical and electrical items will be clearly addressed)
  - h) Building sections.
  - i) Door and hardware schedule showing door, frame, and fire ratings, if any.
  - j) Window schedule showing types and sizes.
  - k) Preliminary development of details.
  - l) Reflected ceiling plan including ceiling grid, light fixtures, and all devices that penetrate or are mounted upon finished ceiling.
  - m) Interior movable furniture, office equipment, demountable partitions and system furniture, layouts for all departments and floors, including proposed building signage system.
  - n) Gross and net area calculations by department to determine compliance with Program of Requirements.
  - o) A thorough outline technical specification, including selected acceptable manufacturers.

## **Appendix B - Design Review– Minimum Submittal Requirements**

*(Stated Cost Limitation Value > \$2M)*

4. Structural Discipline
  - a) Foundation drawings.
  - b) Floor plan with all structural members located and sized.
  - c) Footing, beam, column, and connection schedules.
  - d) Final floor elevations.
5. Plumbing and Mechanical Disciplines
  - a) Heating and cooling load calculations for each individual space, including cooling requirements for heat loads generated by office equipment, personal computers, etc.
  - b) Mechanical equipment schedule indicating size and capacity.
  - c) Plumbing Fixtures Schedule.
  - d) Floor plans showing mechanical equipment and plumbing fixtures. All equipment and fixtures should be shown and located.
  - e) Floor plans that show main ductwork distribution, branch ductwork, and plumbing piping. All ductwork and piping should be located and sized to coordinate with structural framing system.
  - f) All ceiling-mounted devices should be located.
  - g) Legend showing all symbols used on drawings.
6. Electrical Disciplines
  - a) Floor plans locating all power-consuming equipment with a description of the equipment load characteristics.
  - b) Estimate total electric load, confirm Design Manual required excess capacity.
  - c) Floor plans showing all major electrical equipment (switchgear, distribution panels, emergency generator, transfer switches, UPS system, etc.), which will be dimensioned and drawn to scale.
  - d) Site plan showing preliminary site lighting design with pole and fixture type designations.
  - e) Floor plans showing lighting layout, power, telecommunications, and office automation devices and switches with preliminary circuiting.
  - f) Estimate interior electrical loads for systems furniture, receptacles, lighting, food service equipment and any other special use areas, etc.
  - g) Preliminary Distribution Panel Schedules.
7. Cost Information Showing:
  - a) Relocation costs (temporary and permanent)
  - b) Contingencies
  - c) Temporary services
  - d) Confirm scope and budget
  - e) Proposed V/E items
8. Other Deliverables
  - a) Schedule of Spaces: Provide a comparative schedule of spaces arranged in tabular form, listing the building's various spaces and showing the original square footage allotted in the approved Program for each space. Any deviations from the approved Space and Functional Program, involving square footage or otherwise, must be clearly indicated.
  - b) Survey and geotechnical information are required as part of the Design Development Documents.

## **Appendix B - Design Review– Minimum Submittal Requirements**

*(Stated Cost Limitation Value > \$2M)*

- c) Project Specification Manual complete with all Division 01: “General Requirements” sections and technical sections. General Requirements sections unique to the project, such as including temporary facilities and Supplementary Conditions, must be fully developed. With each technical specification section, for each product or material specified, include a photocopy of a cut sheet of the basis of design components and at least two acceptable components specified.
- d) Final Life Cycle Cost Analysis.
- e) Detailed Cost Estimate building on the estimate previously developed in Schematic Design
- f) Information provided outside the initial scope of services and based on subsequent written authorization must be clearly noted.
- g) Final site logistics plan showing access, laydown area, traffic re-routing, pedestrian access and flow, fencing, construction parking, etc.

### **30% Construction Document – Minimal Submittal Requirements**

30% Percent Completed Construction Documents deliverables are to include, at a minimum, all Design Development information plus the following:

1. All comments from the Design Development review process must be incorporated into the 30% Construction Document design review submittal or a written narrative explaining in detail why specific comments were not incorporated must be included.
2. Cover Sheet(s)
  - a) Name and address of Owner, Architect, Project Number
  - b) Vicinity map
  - c) Location map
  - d) Index to all drawings
3. Site Plan
  - e) Abbreviation and symbol glossary
  - f) A certified plot plan (sealed by a licensed land surveyor)
  - g) A grading plan 1'-0" or 2'-0" increments with appropriate sections
  - h) Sediment control and storm water management plans and profiles
  - i) Local governing utility standards included in all utility details
  - j) Standard details must be modified to suit project conditions. All non-applicable information must be deleted.
  - k) Existing and proposed electrical, gas, sewer, water, storm drainage, telephone and TV cable utilities must be identified.
  - l) Utility designs must show plan, profile, and all fittings and details required by code and local government standards.
4. Landscape
  - a) An overall site plan showing plantings, irrigation and drainage system, site lighting, and all site development features
5. Architectural
  - a) A basic floor plan of the entire facility showing minimal detail with a grid or column reference system showing overall building layout dimensions, core spaces, Owner-numbered or named rooms, room square footage, floor opening penetrations, etc. Fire ratings of all partitions, fire doors, etc., should be clearly denoted.
  - b) A dimensioned floor plan locating all interior partitions and exterior wall partitions from the grid or column reference system. Floor plan should include room workstation designations, interior and exterior door and window designations.

## **Appendix B - Design Review– Minimum Submittal Requirements**

*(Stated Cost Limitation Value > \$2M)*

- c) Room wall elevations for all non-typical walls.
  - d) Casework floor plan complete with schedule, details, and elevations.
  - e) Interior and exterior window, door and frame schedule, complete with elevations and details for all head, jamb, and sill conditions.
  - f) Interior and exterior finish and color schedule (exposed finished mechanical and electrical items will be clearly addressed).
  - g) Details to illustrate transitions between finish materials and construction types. Major building sections in at least two directions. A sufficient number of details to clearly indicate the method of construction for all building components and include, but not be limited to: walls, floors, roofing assemblies, waterproofing systems, insulating systems, interior and exterior finishes, architectural details, interior stairs and elevators.
  - h) Final locations of major equipment must be shown on the floor plan with associated floor loadings being shown on the structural drawings.
  - i) Partition-type schedule and section details for all interior, exterior, and floor wall conditions.
  - j) Roof plan showing all roofing material, roof drains, overflows, access hatches, roof walk pads, roof drainage slopes and elevations, scuppers, skylights, and mechanical and plumbing penetrations. Details must be provided for all edge, parapet, and flashing conditions.
  - k) All exterior building elevations showing finish materials, exterior door and window openings and designations, lights, louvers, grilles, signage, speakers, and other devices.
  - l) All structural members included in, or enclosed by the architectural details must be closely coordinated and the size verified by the structural engineer. Details must indicate the framing and furring method wherever appropriate.
  - m) A reflected ceiling plan showing all grid, access doors, drapery tracks, light fixtures, grills, diffusers, sprinkler heads, security devices, fire alarm devices, intercom system, exit devices and acoustic treatment. Ceiling heights and type should be indicated on the reflected ceiling plan.
  - n) All mechanical/electrical elements included in or enclosed by the architectural details must be closely coordinated and the size verified by the design engineer. Details must indicate the framing and furring method wherever appropriate.
  - o) Code Analysis Information such as: fire resistance plans and building code construction type and occupancy information
6. Structural
- a) A dimensioned foundation plan showing and locating in plan and in elevation all footing, foundations, foundation piers, caissons, grade beams, reinforcement with all layouts for masonry, and anchor bolts.
  - b) A dimensioned floor plan for each floor, showing all beams, beam sizes, duct and piping penetrations, construction joints, expansion joints, edge conditions, imbedded anchors and frames thickened slabs, recessed slabs stair penetrations, elevator shafts, floor loading, top of structure elevation and reinforcement.
  - c) Footing, column, grade beam, caissons, piers, reinforcement, and beam schedules.
  - d) Dimensioned to scale details showing all conditions, connections, and structural sizes.
  - e) Shear walls clearly shown on plan and schedule if symbol code is used.
  - f) Abbreviation and symbol glossary.
  - g) Fastener/connection schedule.
  - h) Elevations of all footings, elevations to top of all beams, columns, recesses, and floors.
  - i) Roof beam plan, elevator hoist beams.
7. Mechanical

## Appendix B - Design Review– Minimum Submittal Requirements

*(Stated Cost Limitation Value > \$2M)*

- a) Abbreviation and symbol glossary.
  - b) Mechanical equipment schedule.
  - c) Exterior louver schedule, as coordinated with architectural louvers.
  - d) Floor plans indicating ductwork with sizes, ductwork mechanical devices, beams for floor above with ductwork penetrations.
  - e) HVAC plan showing final location of all ceiling-mounted mechanical devices, which include but are not limited to: diffusers, return air grilles, and thermostats.
  - f) Floor plans should indicate housekeeping pads and weight of concentrated loads.
8. Plumbing
- a) Fixture/connection schedule
  - b) Abbreviations/symbol glossary
  - c) Floor plans indicating domestic hot and cold water, storm, waste, vent, and gas piping plans, including all valves, unions, fixtures, pipe sizes, and riser diagrams, etc.
  - d) Areas of concentrated plumbing equipment (hot water heaters, circulating pumps, etc.) must be enlarged from the basic floor plan to not less than ¼-inch = 1'-0" detail in both plan and section views.
9. Electrical
- a) Lighting fixture schedule finalized
  - b) Lighting control schedule, switches, emergency lighting
  - c) Power riser diagram for interior lighting systems
  - d) Abbreviations and symbol glossary
  - e) Panel schedules with panel locations shown on the floor plan started
  - f) Fan/motor control schedule/diagram
  - g) Power riser diagram and main distribution panel layout in large enough scale so each run can be clearly seen.
  - h) Floor plan indicating wire management wiring for power, receptacles, voice, video and data communications, including circuiting and connections to systems furniture, etc. started
  - i) Separate plans for power, voice, and data must be provided
  - j) HVAC plan indicating above-ceiling wiring and circuits for lighting/electrical switches, security, fire alarm, emergency exit lighting and intercom controls, etc. started
  - k) Main service entrance connection diagram as verified and coordinated with the governing power utility; locations of services entrances and transformers must be verified with the Architect
10. Statement of Probable Construction Cost
- a) The cost information reported at the conclusion of the 30% Completed Construction Document Stage must be based upon supportive cost information from the updated detailed cost estimate prepared from the Design Development Documents Stage. The detailed estimate must account for the refined information of quantity or product information adjustments required in the development of the details to construct the design and incorporate the Constructability Review comments.
11. Quality Assurance/Quality Control Coordination
- a) All drawing submittal packages are expected to be thoroughly reviewed and coordinated between disciplines utilizing a structured review process in an attempt to minimize changes during construction due to the errors and omissions of the design team. If, during construction, excessive changes due to errors and omissions of the design team are required, the Owner reserves the right to seek reparation for said changes.

## **Appendix B - Design Review– Minimum Submittal Requirements**

*(Stated Cost Limitation Value > \$2M)*

### **80% Complete Construction Documents - Minimum Submittal Requirements**

80% Percent Completed Construction Documents deliverables are to include, at a minimum, all 30% Submittal information plus the following:

1. All comments from the 30% Construction Document Review Process must be incorporated into the 80% Construction Document design review submittal or a written narrative explaining in detail why specific comments were not incorporated.
2. Civil
  - a) All civil documents should be 100% complete.
3. Landscape
  - a) Details and sections of all site development features, sidewalks, curbs, paving stones, bollards, ramps, exterior stairs, lawn areas showing seeding methods, etc.
  - b) All landscape conditions should be thoroughly detailed.
  - c) A symbol glossary
  - d) Planting schedule
  - e) Seeding schedule
  - f) Modify standard details to suit project conditions and delete all non-applicable information
4. Architectural
  - a) Interior signage locations must be shown on the floor plan complete with details and schedules.
  - b) Casework floor plan complete with schedule, details, and elevations
  - c) Interior and exterior window, door and frame schedule, complete with elevations and details for all head, jamb, and sill conditions
  - d) Completion of all wall sections, enlarged toilet plans, enlarged floor plans, wall elevations, finish/color floor plans, finish/color boards (both interior and exterior)
  - e) Completion of FF&E plans, and vertical circulation plans and sections
  - f) Completion of all final roofing and waterproofing details
5. Mechanical
  - a) Floor plan indicating the sprinkler and standpipe riser systems, including all required pumps and control devices.
  - b) Fire damper schedule and location of dampers on each floor.
  - c) Ductwork sound attenuation schedule.
  - d) Vibration isolation schedule.
  - e) Terminal control box schedule with electrical and air volume requirements.
  - f) Chilled water, condenser, refrigerant, fuel oil, steam and gas riser piping floor plans and riser diagrams, and schematics, including pipe sizes. Piping schematics must be in large enough scale to clearly indicate all control devices, valves, unions, and miscellaneous appurtenances.
  - g) Areas of concentrated mechanical equipment must be enlarged from the basic floor plan to not less than ¼-inch = 1'-0", illustrating detailed ductwork and equipment within the mechanical room in both plan and section views; coil access and filter access are to be shown to scale as verification of clearance.
  - h) Access doors – both wall and ceiling, must be called out at each applicable location as coordinated with the architectural drawings (rated where applicable).

## **Appendix B - Design Review– Minimum Submittal Requirements**

*(Stated Cost Limitation Value > \$2M)*

- i) Duct/piping penetrations of all walls, floors, roofs, beams, columns, and foundations must be coordinated with and verified by the structural engineer. Code complying fire-stopping must be detailed for penetrations through fire-rated assemblies.
  - j) Locate on the floor plans all controls system equipment and provide a panel and device schedule, indicator and panel graphics complete with sequence of operation and control system program diagram.
6. Plumbing
- a) Piping and insulation jacket dimensions are to be coordinated with architectural finishes and casework; all exposed piping is to be verified with the Architect.
  - b) Plan drawing of all water and sanitary branch piping for installation of interior equipment and fixtures.
  - c) Typical piping riser schematics for all gravity flow piping systems.
  - d) Access panels, doors, and provisions in both walls and ceilings are to be shown on floor plans for all valves, cleanouts, and caps, etc.
  - e) Connections to existing and new building utilities must be clearly shown. Requirements of governing utilities must be determined and clearly detailed and shown. Connection details and elevations must be checked and coordinated with applicable civil drawings.
  - f) Design details
  - g) Piping penetrations of all walls, floors, roofs, beams, columns, and foundations must be coordinated with and verified by the structural engineer. Code complying fire-stopping must be detailed for penetrations through fire-rated assemblies.
7. Electrical
- a) Lighting fixture schedule completed
  - b) Lighting control schedule, switches, emergency lighting completed
  - c) Panel schedules with panel locations shown on the floor plan completed
  - d) Floor plan showing location of all fire alarm device/panel schedule, indicator graphics, riser diagram including activated hardware and pull stations. Confirm activated hardware with hardware schedule.
  - e) Floor plan showing location of all intercom devices, panel schedule and location, and program riser diagram.
  - f) Floor plan showing location of all security devices, panel schedule and locations, and riser diagram.
  - g) Floor plan showing location of all intercom and TV outlets and devices.
  - h) Telephone board schedule and riser diagram coordinated to equipment size requirements and connection provisions with the governing telephone utility and Owner requirements.
  - i) TV terminal/splitter and riser diagram coordinated as to equipment size requirements and connection provisions to antenna and cable TV system.
  - j) Floor plan indicating wire management wiring for power, receptacles, voice, video and data communications, including circuiting and connections to systems furniture, etc. completed
  - k) Floor plan indicating power connections to all mechanical equipment.
  - l) Power and lighting plans indicating above-ceiling wiring and circuits for lighting/electrical switches, security, fire alarm, emergency exit lighting and intercom controls, etc. completed
  - m) Areas of concentrated electrical equipment, and electric vault rooms in particular, must be enlarged from the basic floor plan to not less than ¼-inch = 1'-0" and must be shown in plan and elevation.
  - n) Sheet notes must be applicable to each sheet. Standard notes and details must be modified to specific conditions.

## **Appendix B - Design Review– Minimum Submittal Requirements**

*(Stated Cost Limitation Value > \$2M)*

- o) Access to systems must be verified. Doors, panels or other provisions must be called out in all wall and ceiling locations for junction boxes, controls, or any other device requiring access.
  - p) Raceway penetrations of all walls, floors, roofs, beams, columns, and foundations must be coordinated with and verified by the structural engineer. Code complying fire-stopping must be detailed for penetrations through fire-rated assemblies.
  - q) A dimensioned floor plan showing wire management system with openings located for voice data, video and electrical and outlet locations. This is more typically done by the electrical engineer
8. Statement of Probable Construction Cost
- a) The cost information reported at the conclusion of the 80% Completed Construction Document Stage must be based upon supportive cost information from the updated detailed cost estimate prepared from the 30% Completed Documents Stage. The detailed estimate must account for the refined information of quantity or product information adjustments required in the development of the details to construct the design and incorporate the Constructability Review comments.
9. Quality Assurance/Quality Control Coordination
- a) All drawing submittal packages are expected to be thoroughly reviewed and coordinated between disciplines utilizing a structured review process in an attempt to minimize changes during construction due to the errors and omissions of the design team. If, during construction, excessive changes due to errors and omissions of the design team are required, the Owner reserves the right to seek reparation for said changes.
10. Other Deliverables
- a) Commissioning final plan
  - b) Updated project schedule

### **100% Complete Construction Documents - Minimum Submittal Requirements**

- 1. Submittal for 100% complete documents will be the same as the 80% submittal requirements with all appropriate 80% review comments from the Owner incorporated within the drawings and specifications.
- 2. All comments from the 80% Construction Document Review Process must be incorporated into the 100% Construction Document design review submittal or a written narrative explaining in detail why specific comments were not incorporated.

### **Review, Comment and Approval Submissions to DCSD:**

- 1. Schematic Design Phase (Preliminary Design Submittal for GaDOE)
- 2. Design Development Phase
- 3. 30% Construction Documents Phase (Check Set Submittal for GaDOE)
- 4. 80% Construction Documents Phase
- 5. 100% Construction Documents Phase (Final Submittal for GaDOE)

### **Building Permit**

- 1. Submit for Building Permit
- 2. Submit for L.D. Permit
- 3. Incorporate Permit Review Comments

## **Appendix B - Design Review– Minimum Submittal Requirements**

*(Stated Cost Limitation Value > \$2M)*

### **Bid Negotiations**

1. Bid Period
2. Pre-Bid Conference
3. Negotiations & Award
4. Begin Construction

### **Phasing (as appropriate)**

(List Phasing as appropriate)

## Appendix C1

# DeKalb County School District Educational Specifications

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## Elementary School Grades Pre-K to 5 Educational Specifications

ES	Space Summary	Proposed Spaces			
		58 IU 900 FTE		76 IU 1200 FTE	
		IU	Total SF	IU	Total SF
1	Core Academics	50	47,295	66	62,720
2	Special Education	4	3,860	5	4,860
3	Performing & Visual Arts	2	2,280	3	3,270
4	Media Center (sized for FTE+300)	1	5,235	1	6,215
5	Physical Education	1	5,175	1	8,290
6	Cafeteria & Kitchen (sized for FTE+300)	0	9,100	0	11,027
7	Administration & Guidance	0	5,745	0	6,950
8	Building Services	0	8,190	0	10,600
	<b>Subtotal</b>	58	86,880	76	113,932
	Circulation, common areas etc. at +/-35%		31,571		40,394
	<b>Total</b>	58	118,631	76	154,326
9	Outdoor Spaces				
10	Parking				

IU : Instructional Unit      FTE: Full Time Equivalent      SF: Square Feet

**PLEASE SEE NOTE ON THE INTENDED USE OF THIS DOCUMENT ON THE NEXT PAGE.**



## Elementary School Grades Pre-K to 5 Educational Specifications

**NOTE:** This document outlines the DeKalb County School District's intended designs for 900-seat and 1200-seat elementary schools. These Educational Specifications address core size standards (i.e., physical education, kitchen, cafeteria, and media center), the program or distribution of classroom types (i.e., general classrooms, special education spaces, , etc.), the size of the classrooms and other spaces, provision of outdoor facilities, and parking requirements, etc. for a new elementary school. Please note that these educational specifications are for the construction of a new elementary school. For other improvements, such as an addition to an existing elementary school, these educational specifications will provide general guidance or “targets” to the architects of record for these type of projects.



# Elementary School Grades Pre-K to 5 Educational Specifications

1	Core Academics	Proposed Spaces							
		58 IU 900 FTE				76 IU 1200 FTE			
		IU	Quantity	SF	Total	IU	Quantity	SF	Total
1.1	Pre-K Classroom		1	880	880		2	880	1,760
1.1a	Kindergarten Classroom	9	9	880	7,920	12	12	880	10,560
1.1b	Duplex Toilets (shared vestibule, 2 toilets)		5	150	750		6	150	900
1.2	First Grade Classroom	8	8	880	7,040	11	11	880	9,680
1.3	Second and Third Grade Classroom	15	15	750	11,250	22	22	750	16,500
1.4	Fourth and Fifth Grade Classroom- Standard	8	8	750	6,000	10	10	750	7,500
1.4a	Fourth and Fifth Grade Classroom -Enlarged	5	5	800	4,000	6	6	800	4,800
1.5	Science Lab	1	1	1,000	1,000	1	1	1,000	1,000
1.5a	Science Prep Room / Storage		1	100	100		1	120	120
1.6	Other Classrooms: Discovery, Math, World Languages, ESOL, etc.	4	4	800	3,200	4	4	800	3,200
1.7	Flexible Space - Standard		3	300	900		4	300	1,200
1.7a	Flexible Space - Medium		3	450	1,350		4	450	1,800
1.7b	Flexible Space - Large		3	600	1,800		4	600	2,400
1.8	Book room / IT device storage		2	320	640		2	340	680
1.8a	IT device storage		3	155	465		4	155	620
<b>Core Academic Subtotal</b>		<b>50</b>			<b>47,295</b>	<b>66</b>			<b>62,720</b>



## Elementary School Grades Pre-K to 5 Educational Specifications

2		Special Education		Proposed Spaces							
				58 IU 900 FTE				76 IU 1200 FTE			
				IU	Quantity	SF	Total	IU	Quantity	SF	Total
2.1	Special Ed Classroom	2	2	780	1,560	3	3	780	2,340		
2.1a	Duplex Toilets (shared vestibule, 2 toilets)		1	220	220		2	220	440		
2.2	Special Ed Classroom	2	2	900	1,800	2	2	900	1,800		
2.3	Single toilet with changing room		1	130	130		1	130	130		
2.4	Speech Therapy		1	150	150		1	150	150		
		<b>Special Education Subtotal</b>		<b>4</b>				<b>3,860</b>	<b>5</b>	<b>4,860</b>	

3		Visual & Performing Arts		Proposed Spaces							
				58 IU 900 FTE				76 IU 1200 FTE			
				IU	Quantity	SF	Total	IU	Quantity	SF	Total
3.1	Music Room	1	1	950	950	1	1	950	950		
3.1b	Storage		1	150	150		1	150	150		
3.6	Art Lab	1	1	950	950	2	2	950	1,900		
3.6a	Visual Arts Storage		1	160	160		1	200	200		
3.6b	Kiln Room		1	70	70		1	70	70		
		<b>Visual &amp; Performing Arts Subtotal</b>		<b>2</b>				<b>2,280</b>	<b>3</b>	<b>3,270</b>	



## Elementary School Grades Pre-K to 5 Educational Specifications

4	Media Center (sized for FTE+300)	Proposed Spaces							
		58 IU 900 FTE				76 IU 1200 FTE			
		IU	Quantity	SF	Total	IU	Quantity	SF	Total
4.1	Reading Room	1	1	3,350	3,350	1	1	4,100	4,100
4.1a	Office		1	270	270		1	165	165
4.1b	Conference		1	200	200		1	300	300
4.1c	Secure Storage		1	400	400		1	150	150
4.1d	Maker Space - "Sand Box"		1	300	300		1	800	800
4.1f	Workroom / Storage		1	310	310		1	300	300
4.1g	Media Distribution/ Video Production Studio		1	405	405		1	400	400
<b>Media Center Subtotal</b>		<b>1</b>			<b>5,235</b>	<b>1</b>			<b>6,215</b>
DCSD Standard SF Target = 1.09 x GaDOE Minimum									

5	Physical Education	Proposed Spaces							
		58 IU 900 FTE				76 IU 1200 FTE			
		IU	Quantity	SF	Total	IU	Quantity	SF	Total
5.1	Gymnasium	1	1	4,640	4,640	1	1	4,640	4,640
5.1a	Auxiliary Gym		0		0		1	2,800	2,800
5.1b	Storage		2	175	350		4	140	560
5.1c	Office / Bathroom: PE teachers		1	185	185		2	145	290
<b>Physical Education Subtotal</b>		<b>1</b>			<b>5,175</b>	<b>1</b>			<b>8,290</b>



## Elementary School Grades Pre-K to 5 Educational Specifications

6	Cafeteria & Kitchen (sized for FTE+300)	Proposed Spaces							
		58 IU 900 FTE				76 IU 1200 FTE			
		IU	Quantity	SF	Total	IU	Quantity	SF	Total
6.1	Cafeteria/Student Seating Area		1	4,150	4,150		1	5,080	5,080
6.1a	Table & Chair Storage, PTA closet		1	220	220		1	320	320
6.1b	Stage		1	1,175	1,175		1	1,207	1,207
6.1c	Storage / Controls		1	175	175		1	225	225
6.2	Kitchen		1	830	830		1	950	950
6.2a	Serving Lines		2	425	850		3	425	1,275
6.2b	Dry Goods Storage		1	375	375		1	450	450
6.2c	Cooler		1	160	160		1	240	240
6.2d	Freezer		1	250	250		1	340	340
6.2e	Dish Wash Area		1	235	235		1	235	235
6.2f	Kitchen Mgr. Office		1	125	125		1	125	125
6.2g	Restroom / Locker room/ Laundry		1	280	280		1	290	290
6.2h	Exterior Can Wash		1	50	50		1	50	50
6.2i	Internal Circulation		1	225	225		1	240	240
<b>Cafeteria &amp; Kitchen Subtotal</b>		<b>0</b>			<b>9,100</b>	<b>0</b>			<b>11,027</b>
DCSD Standard SF Target = Cafeteria :1.2 x GaDOE Minimum; Kitchen: 1.15 x GaDOE Minimum									



## Elementary School Grades Pre-K to 5 Educational Specifications

7	Administration & Counseling	Proposed Spaces							
		58 IU 900 FTE				76 IU 1200 FTE			
		IU	Quantity	SF	Total	IU	Quantity	SF	Total
7.01	Reception Lobby		1	510	510		1	510	510
7.01a	Administration Corridor		1	420	420		1	420	420
7.02	Principal's Office with closet, restroom		1	325	325		1	330	330
7.03	Conference Room		1	300	300		1	300	300
7.04	Office (Bookkeeper, Specialist, ITT)		3	160	480		3	160	480
7.05	Mail/Work/Copy Room		1	320	320		1	340	340
7.05a	Administrative Storage		1	165	165		1	185	185
7.05b	Records / Vault Storage		1	155	155		1	175	175
7.06	Testing Workroom with secure storage		1	250	250		1	250	250
7.07	Health Clinic with supply closet, rest room		1	500	500		1	320	320
7.08	Satellite Admin. Suite: Ass't Principal Off.		2	155	310		3	155	465
7.08a	Conference Room		2	200	400		3	200	600
7.09	Counselor's Office		2	160	320		3	165	495
7.09a	Lobby / Waiting		1	150	150		1	100	100
7.09b	Counseling conference room		1	250	250		1	250	250
7.09c	Storage		1	70	70		1	90	90
7.10	Teacher Planning Room /restrooms		1	820	820		2	820	1,640
<b>Administration &amp; Counseling Subtotal</b>		<b>0</b>			<b>5,745</b>	<b>0</b>			<b>6,950</b>



## Elementary School Grades Pre-K to 5 Educational Specifications

8	Building Services	Proposed Spaces							
		58 IU 900 FTE				76 IU 1200 FTE			
		IU	Quantity	SF	Total	IU	Quantity	SF	Total
8.1	Battery Restrooms		6	665	3,990		8	665	5,320
8.2	Visitor/staff toilet rooms		8	55	440		10	55	550
8.3	Main Custodial Room		1	225	225		2	250	500
8.3a	Branch Custodial Rooms		3	100	300		4	100	400
8.3b	Main Custodial Supply		1	200	200		1	225	225
8.3c	Custodian Office / restroom		1	150	150		1	150	150
8.4	General Building Storage		3	150	450		4	150	600
8.4a	Exterior equipment storage		1	200	200		1	200	200
8.5	Main Mechanical Plant		1	630	630		1	700	700
8.6	Main Electrical Room		1	210	210		1	225	225
8.6a	Branch Electrical Room		7	120	840		9	120	1,080
8.7	Main Dist. Frame MDF		1	235	235		1	250	250
8.7a	Intermediate Dist. Frame IDF		4	80	320		5	80	400
<b>Building Services Subtotal</b>		<b>0</b>			<b>8,190</b>	<b>0</b>			<b>10,600</b>

9	Outdoor Spaces	Proposed Spaces							
		58 IU 900 FTE				76 IU 1200 FTE			
		IU	Quantity	SF	Total	IU	Quantity	SF	Total
9.1	Science Terrace		1	1,000		1	1,000		
9.2	Art Terrace		1	1,000		1	1,000		
9.3	Play ground: Separate structures for Pre-K to 2nd, 3rd to 5th		1			1			
9.4	Play court: 65'x 125'		1	8,125		1	8,125		
9.5	Play field: 1.5 acre minimum; 2 acres target		1			1			

10	Parking								
2 spaces per IU					116				152

# **DeKalb County School District Educational Specifications**

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## Middle School Grades 6 to 8 Educational Specifications

MS	Space Summary 6-8	Proposed Spaces					
		74 IU 1200 FTE		92 IU 1500 FTE		109 IU 1800 FTE	
		IU	Total SF	IU	Total SF	IU	Total SF
1	Core Academics	56	59,600	70	75,350	84	90,950
2	Special Education	6	5,900	8	7,700	10	9,850
3	Performing & Visual Arts	5	9,240	6	10,840	6	10,920
4	CTAE	3	7,200	3	7,200	3	7,200
5	Media Center (sized for FTE+300)	1	7,110	1	8,130	1	9,480
6	Physical Education	3	26,770	4	28,120	5	31,670
7	Cafeteria & Kitchen (sized for FTE+300)	0	12,095	0	14,095	0	15,670
8	Administration & Guidance	0	7,260	0	7,560	0	8,160
9	Building Services	0	5,790	0	7,630	0	9,470
	<b>Subtotal</b>	74	140,965	92	166,625	109	193,370
	Circulation, common areas etc. at 35%		49,338		58,319		67,680
	<b>Total</b>	74	190,303	92	224,944	109	261,050
10	Outdoor Spaces						
11	Parking						

IU : Instructional Unit      FTE: Full Time Equivalent      SF: Square Feet

**NOTE:** This document outlines the DeKalb County School District's intended designs for 1,200-seat, 1500-seat, and 1,800-seat middle schools. These Educational Specifications address core size standards (i.e., physical education, kitchen, cafeteria, and media center), the program or distribution of classroom types (i.e., general classrooms, special education spaces, career tech labs, etc.), the size of the classrooms and other spaces, provision of athletic facilities, and parking requirements, etc. for a new middle school. Please note that these educational specifications are for the construction of a new middle school. For other improvements, such as an addition to an existing middle school, these educational specifications will provide general guidance or “targets” to the architects of record for these type of projects.



## Middle School Grades 6 to 8 Educational Specifications

1		Core Academics		Proposed Spaces											
				74 IU 1200 FTE				92 IU 1500 FTE				109 IU 1800 FTE			
				IU	Quantity	SF	Total	IU	Quantity	SF	Total	IU	Quantity	SF	Total
1.1	6th to 8th Grade Classroom	36	36	850	30,600	45	45	850	38,250	54	54	850	45,900		
1.2	Science Lab	12	12	1,200	14,400	15	15	1,200	18,000	18	18	1,200	21,600		
1.2a	Science Prep Room / Storage		6	350	2,100		8	350	2,800		9	350	3,150		
1.3	World Language Classroom	3	3	850	2,550	4	4	850	3,400	5	5	850	4,250		
1.4	Connections Classroom	4	4	850	3,400	5	5	850	4,250	6	6	850	5,100		
1.5	In-School Suspension	1	1	850	850	1	1	850	850	1	1	850	850		
1.6	Teacher/Team Planning/Small Group		6	400	2,400		8	400	3,200		10	400	4,000		
1.7	Flexible Learning Area / "Break-out" Space		12	200	2,400		15	200	3,000		18	200	3,600		
1.8	Instructional Materials/ Secured Storage		6	150	900		8	200	1,600		10	250	2,500		
<b>Core Academic 6-8 Subtotal</b>		<b>56</b>			<b>59,600</b>	<b>70</b>			<b>75,350</b>	<b>84</b>			<b>90,950</b>		

2		Special Education		Proposed Spaces											
				74 IU 1200 FTE				92 IU 1500 FTE				109 IU 1800 FTE			
				IU	Quantity	SF	Total	IU	Quantity	SF	Total	IU	Quantity	SF	Total
2.1	Special Ed Classroom	5	5	850	4,250	7	7	850	5,950	8	8	850	6,800		
2.1a	In Program Bathroom (assisted toileting area)		1	100	100		2	100	200		3	100	300		
2.2	Home Living Center / Life Skills / Independent Living	1	1	1,200	1,200	1	1	1,200	1,200	2	2	1,200	2,400		
2.3	Small Group / Tutor / Resource Room		1	150	150		1	150	150		1	150	150		
2.4	Storage / Equipment /Book Room		1	200	200		1	200	200		1	200	200		
<b>Special Education 6-8 Subtotal</b>		<b>6</b>			<b>5,900</b>	<b>8</b>			<b>7,700</b>	<b>10</b>			<b>9,850</b>		



## Middle School Grades 6 to 8 Educational Specifications

3	Visual & Performing Arts	Proposed Spaces											
		74 IU 1200 FTE				92 IU 1500 FTE				109 IU 1800 FTE			
		IU	Quantity	SF	Total	IU	Quantity	SF	Total	IU	Quantity	SF	Total
3.1	Band classroom	1	1	2,200	2,200	1	1	2,200	2,200	1	1	2,200	2,200
3.1a	Office		1	150	150		1	150	150		1	150	150
3.1b	Storage		1	200	200		1	200	200		1	200	200
3.2	Orchestra classroom	1	1	1,700	1,700	1	1	1,700	1,700	1	1	1,700	1,700
3.2a	Office		1	150	150		1	150	150		1	150	150
3.2b	Storage		1	200	200		1	200	200		1	200	200
3.3	Choir classroom	1	1	1,400	1,400	1	1	1,400	1,400	1	1	1,400	1,400
3.3a	Office		1	150	150		1	150	150		1	150	150
3.3b	Storage		1	100	100		1	100	100		1	100	100
3.4	Keyboarding Classroom	1	1	850	850	1	1	850	850	1	1	850	850
3.5	Music Practice Room		3	80	240		3	80	240		4	80	320
3.6	Visual Arts Classroom	1	1	1,600	1,600	2	2	1,600	3,200	2	2	1,600	3,200
3.6a	Visual Arts Storage		1	200	200		1	200	200		1	200	200
3.6b	Kiln Room		1	100	100		1	100	100		1	100	100
<b>Visual &amp; Performing Arts 6-8 Subtotal</b>		<b>5</b>			<b>9,240</b>	<b>6</b>			<b>10,840</b>	<b>6</b>			<b>10,920</b>

## Middle School Grades 6 to 8 Educational Specifications

4	Career, Technology & Agriculture Education	Proposed Spaces											
		74 IU 1200 FTE				92 IU 1500 FTE				109 IU 1800 FTE			
		IU	Quantity	SF	Total	IU	Quantity	SF	Total	IU	Quantity	SF	Total
4.1	Business and Computer Science Lab	1	1	1,500	1,500	1	1	1,500	1,500	1	1	1,500	1,500
4.1a	Office		1	150	150		1	150	150		1	150	150
4.1b	Storage		1	150	150		1	150	150		1	150	150
4.2	Family and Consumer Science Lab	1	1	2,200	2,200	1	1	2,200	2,200	1	1	2,200	2,200
4.2a	Storage		1	200	200		1	200	200		1	200	200
4.3	Engineering and Technology Lab	1	1	2,300	2,300	1	1	2,300	2,300	1	1	2,300	2,300
4.3a	Office		1	150	150		1	150	150		1	150	150
4.3b	Workroom		1	350	350		1	350	350		1	350	350
4.3c	Storage		1	200	200		1	200	200		1	200	200
<b>CTAE 6-8 Subtotal</b>		<b>3</b>			<b>7,200</b>	<b>3</b>			<b>7,200</b>	<b>3</b>			<b>7,200</b>

5	Media Center (sized for FTE+300)	Proposed Spaces											
		74 IU 1200 FTE				92 IU 1500 FTE				109 IU 1800 FTE			
		IU	Quantity	SF	Total	IU	Quantity	SF	Total	IU	Quantity	SF	Total
5.1	Reading Room	1	1	3,100	3,100	1	1	3,800	3,800	1	1	4,750	4,750
5.1a	Office		2	150	300		2	150	300		2	150	300
5.1b	Conference (seat 12)		1	200	200		1	200	200		2	200	400
5.1c	A. V. Production & Storage		1	900	900		1	1,000	1,000		1	1,100	1,100
5.1d	Small Group Project Rooms / Tutoring		3	120	360		4	120	480		4	120	480
5.1e	Projects Laboratory / Maker Space		1	1,150	1,150		1	1,150	1,150		1	1,150	1,150
5.1f	Workroom / Storage		1	900	900		1	900	900		1	900	900
5.1g	Secure Storage		1	200	200		1	300	300		1	400	400
<b>Media Center 6-8 Subtotal</b>		<b>1</b>			<b>7,110</b>	<b>1</b>			<b>8,130</b>	<b>1</b>			<b>9,480</b>
DCSD Standard SF Target = 1.25 x GaDOE Minimum													



## Middle School Grades 6 to 8 Educational Specifications

6	Physical Education	Proposed Spaces											
		74 IU 1200 FTE				92 IU 1500 FTE				109 IU 1800 FTE			
		IU	Quantity	SF	Total	IU	Quantity	SF	Total	IU	Quantity	SF	Total
6.1	Gymnasium with bleachers	1	1	11,000	11,000	1	1	11,000	11,000	1	1	11,000	11,000
6.1a	Auxiliary Gym		1	6,500	6,500		1	6,500	6,500		1	6,500	6,500
6.1b	Locker Rooms		2	900	1,800		2	950	1,900		2	1,000	2,000
6.1c	Student restrooms and showers		2	300	600		2	350	700		2	400	800
6.1d	Office / Bathroom: PE teachers		2	300	600		2	300	600		3	300	900
6.1e	Storage		3	500	1,500		3	600	1,800		3	700	2,100
6.1f	Laundry		1	170	170		1	170	170		1	170	170
6.2	Weight Room		1	1,000	1,000		1	1,000	1,000		1	1,000	1,000
6.3	Multipurpose Room		1	1,900	1,900		1	1,900	1,900		2	1,900	3,800
6.4	Health Classroom	2	2	850	1,700	3	3	850	2,550	4	4	850	3,400
<b>Physical Education 6-8 Subtotal</b>		<b>3</b>			<b>26,770</b>	<b>4</b>			<b>28,120</b>	<b>5</b>			<b>31,670</b>



## Middle School Grades 6 to 8 Educational Specifications

7	Cafeteria & Kitchen (sized for FTE+300)	Proposed Spaces											
		74 IU 1200 FTE				92 IU 1500 FTE				109 IU 1800 FTE			
		IU	Quantity	SF	Total	IU	Quantity	SF	Total	IU	Quantity	SF	Total
7.1	Cafeteria/Student Seating Area		1	6,050	6,050		1	7,300	7,300		1	8,500	8,500
7.1a	Table & Chair Storage		1	500	500		1	600	600		1	700	700
7.2	Kitchen		1	2,000	2,000		1	2,100	2,100		1	2,200	2,200
7.2a	Serving Area		1	900	900		1	1,000	1,000		1	1,100	1,100
7.2b	Dry Goods Storage		1	225	225		1	350	350		1	350	350
7.2c	Cooler/Freezer		1	800	800		1	975	975		1	1,000	1,000
7.2d	Dish Wash Area		1	250	250		1	400	400		1	450	450
7.2e	Kitchen Mgr. Office		1	150	150		1	150	150		1	150	150
7.2f	Restroom / Locker room		1	200	200		1	200	200		1	200	200
7.2g	Exterior Can Wash		1	20	20		1	20	20		1	20	20
7.3	Stage		1	1,000	1,000		1	1,000	1,000		1	1,000	1,000
<b>Cafeteria &amp; Kitchen 6-8 Subtotal</b>		<b>0</b>			<b>12,095</b>	<b>0</b>			<b>14,095</b>	<b>0</b>			<b>15,670</b>
DCSD Standard SF Target = Cafeteria :1.3 x GaDOE Minimum; Kitchen: 1.15 x GaDOE Minimum													



## Middle School Grades 6 to 8 Educational Specifications

8	Administration & Counseling	Proposed Spaces											
		74 IU 1200 FTE				92 IU 1500 FTE				109 IU 1800 FTE			
		IU	Quantity	SF	Total	IU	Quantity	SF	Total	IU	Quantity	SF	Total
8.01	Reception Lobby		1	500	500		1	500	500		1	500	500
8.02	Principal's Office with conference space, closet, restroom		1	460	460		1	460	460		1	460	460
8.03	Assistant Principal Office		3	300	900		3	300	900		4	300	1,200
8.04	Conference Room		2	300	600		2	300	600		2	300	600
8.05	Office (Bookkeeper, Secretary, Attendance)		3	150	450		3	150	450		3	150	450
8.06	Mail/Work/Copy Room		1	500	500		1	500	500		1	500	500
8.07	Administrative Storage (Supplies, General Storage)		2	200	400		2	200	400		2	200	400
8.08	Faculty Lounge with two restrooms		1	900	900		1	900	900		1	900	900
8.09	Health Clinic with supply closet and rest room		1	500	500		1	500	500		1	500	500
8.10	Records /Testing Vault Storage		1	150	150		1	150	150		1	150	150
8.11	Guidance Counselor's Office		5	150	750		5	150	750		5	150	750
8.11a	Reception / Waiting for Counseling		1	100	100		1	100	100		1	100	100
8.12	SRO Office		1	150	150		1	150	150		1	150	150
8.13	Flex Offices		6	150	900		8	150	1,200		10	150	1,500
<b>Administration &amp; Counseling 6-8 Subtotal</b>					<b>7,260</b>				<b>7,560</b>				<b>8,160</b>
		<b>0</b>											

## Middle School Grades 6 to 8 Educational Specifications

9	Building Services	Proposed Spaces											
		74 IU 1200 FTE				92 IU 1500 FTE				109 IU 1800 FTE			
		IU	Quantity	SF	Total	IU	Quantity	SF	Total	IU	Quantity	SF	Total
9.1	Battery Restrooms		6	650	3,900		8	650	5,200		10	650	6,500
9.2	Custodial Closet		7	70	490		9	70	630		11	70	770
9.3	Storage		7	200	1,400		9	200	1,800		11	200	2,200
<b>Building Services 6-8 Subtotal</b>		<b>IU</b>			<b>5,790</b>				<b>7,630</b>				<b>9,470</b>

10	Outdoor Spaces	Proposed Spaces											
		74 IU 1200 FTE				92 IU 1500 FTE				109 IU 1800 FTE			
		IU	Quantity	SF	Total	IU	Quantity	SF	Total	IU	Quantity	SF	Total
10.1	Outdoor Classroom		1	1,000	1,000		1	1,000	1,000		1	1,000	1,000
10.2	Art patio		1	1,000	1,000		1	1,000	1,000		1	1,000	1,000
10.3	Turf Practice Field for football, soccer; 6 lane track		1	145,000	145,000		1	145,000	145,000		1	145,000	145,000

11	Parking
	Target : 3 spaces per IU
	Minimum: 2.5 spaces per IU

# APPENDIX C3

## DeKalb County School District Educational Specifications

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## High School Grades 9 to 12 Educational Specifications

HS	Space Summary 9-12	Proposed Spaces							
		94 IU / 1800 FTE		113 IU / 2200 FTE		119 IU / 2300 FTE		129 IU / 2500 FTE	
		IU	Total	IU	Total	IU	Total	IU	Total
1	Core Academics 9th to 12th Grade	63	63,650	79	79,350	82	82,550	86	88,650
2	Special Education	10	9,300	11	10,900	12	11,300	14	13,300
3	Performing & Visual Arts	7	16,270	9	18,100	10	21,030	11	23,550
4	Career, Technology & Agricultural Education	10	25,800	10	25,800	10	25,800	13	33,100
5	Media Center (FTE +300)	1	9,180	1	10,700	1	11,100	1	11,700
6	Physical Education	3	47,590	3	48,250	4	49,830	4	52,690
7	Cafeteria & Kitchen (FTE +300)	0	15,970	0	18,225	0	18,775	0	19,725
8	Administration & Counseling	0	8,710	0	9,710	0	10,160	0	10,760
9	Building Services	0	9,470	0	11,310	0	12,230	0	13,150
10	Auditorium	0	11,010	0	11,010	0	11,010	0	11,010
	<b>Subtotal</b>	<b>94</b>	<b>205,940</b>	<b>113</b>	<b>243,355</b>	<b>119</b>	<b>253,785</b>	<b>129</b>	<b>277,635</b>
	Circulation, common areas, etc. at 35%		72,079		85,174		88,825		97,172
	<b>Total</b>	<b>94</b>	<b>278,019</b>	<b>113</b>	<b>328,529</b>	<b>119</b>	<b>342,610</b>	<b>129</b>	<b>374,807</b>
11	Outdoor Spaces								
12	Parking								

IU : Instructional Unit      FTE: Full Time Equivalent      SF: Square Feet

**NOTE:** This document outlines the DeKalb County School District's intended designs for its high schools. These Educational Specifications address core size standards (i.e., physical education, kitchen, cafeteria, and media center), the program or distribution of classroom types (i.e., general classrooms, special education spaces, career tech labs, etc.), the size of the classrooms and other spaces, provision of athletic facilities, and parking requirements, etc. for a new high school. Please note that these educational specifications are for the construction of a new high school. For other improvements, such as an addition to an existing high school, these educational specifications will provide general guidance or "targets" to the architects of record for these type of projects.



## High School Grades 9 to 12 Educational Specifications

1	Core Academics 9-12	Proposed Spaces															
		94 IU / 1800 FTE				113 IU / 2200 FTE				119 IU / 2300 FTE				129 IU / 2500 FTE			
		IU	Quantity	SF	Total	IU	Quantity	SF	Total	IU	Quantity	SF	Total	IU	Quantity	SF	Total
1.1	9th to 12th Grade Classroom	41	41	800	32,800	49	49	800	39,200	52	52	800	41,600	58	58	800	46,400
1.2	Science Lab	11	11	1,300	14,300	13	13	1,300	16,900	14	14	1,300	18,200	16	16	1,300	20,800
1.2a	Science Prep Room / Storage		6	200	1,100		7	200	1,300		7	200	1,400		8	200	1,600
1.3	World Language Classroom	4	4	800	3,200	5	5	800	4,000	6	6	800	4,800	7	7	800	5,600
1.4	Other Classroom	6	6	800	4,800	11	11	800	8,800	9	9	800	7,200	4	4	800	3,200
1.5	In School Suspension	1	1	800	800	1	1	800	800	1	1	800	800	1	1	800	800
1.6	Teacher/Team Planning		7	400	2,800		9	400	3,600		9	400	3,600		11	400	4,400
1.7	Flexible Learning Area / "Break-out" Space		14	200	2,800		17	200	3,400		18	200	3,600		21	200	4,200
1.8	Instructional Materials/ Secured Storage		7	150	1,050		9	150	1,350		9	150	1,350		11	150	1,650
<b>Core Academics 9-12 Subtotal</b>		<b>63</b>			<b>63,650</b>	<b>79</b>			<b>79,350</b>	<b>82</b>			<b>82,550</b>	<b>86</b>			<b>88,650</b>

2	Special Education 9-12	Proposed Spaces															
		94 IU / 1800 FTE				113 IU / 2200 FTE				119 IU / 2300 FTE				129 IU / 2500 FTE			
		IU	Quantity	SF	Total	IU	Quantity	SF	Total	IU	Quantity	SF	Total	IU	Quantity	SF	Total
2.1	Special Ed Classroom	8	8	800	6,400	9	10	800	8,000	10	10	800	8,000	11	11	800	8,800
2.1a	Bathroom (assisted toileting)		2	100	200		2	100	200		3	100	300		3	100	300
2.2	Home Living Center / Life Skills / Independent Living	2	2	1,200	2,400	2	2	1,200	2,400	2	2	1,200	2,400	3	3	1,200	3,600
2.3	Small Group / Tutor / Resource Room		1	150	150		1	150	150		2	150	300		2	150	300
2.4	Storage / Book Room		1	150	150		1	150	150		2	150	300		2	150	300
<b>Special Education 9-12 Subtotal</b>		<b>10</b>			<b>9,300</b>	<b>11</b>			<b>10,900</b>	<b>12</b>			<b>11,300</b>	<b>14</b>			<b>13,300</b>



## High School Grades 9 to 12 Educational Specifications

3	Visual & Performing Arts 9-12	Proposed Spaces															
		94 IU / 1800 FTE				113 IU / 2200 FTE				119 IU / 2300 FTE				129 IU / 2500 FTE			
		IU	Quan.	SF	Total	IU	Quan.	SF	Total	IU	Quan.	SF	Total	IU	Quan.	SF	Total
3.1	Band classroom	1	1	2,200	2,200	1	1	2,200	2,200	2	2	2,200	4,400	2	2	2,200	4,400
3.1a	Office		1	150	150		1	150	150		2	150	300		2	150	300
3.1b	Storage		1	400	400		1	400	400		2	400	800		2	400	800
3.2	Orchestra classroom	1	1	2,200	2,200	1	1	2,200	2,200	1	1	2,200	2,200	1	1	2,200	2,200
3.2a	Office		1	150	150		1	150	150		1	150	150		1	150	150
3.2b	Storage		1	400	400		1	400	400		1	400	400		2	400	800
3.3	Choir classroom	1	1	1,800	1,800	1	1	1,800	1,800	1	1	1,800	1,800	1	1	1,800	1,800
3.3a	Office		1	150	150		1	150	150		1	150	150		1	150	150
3.3b	Storage		1	150	150		1	200	200		1	200	200		1	200	200
3.4	Keyboarding Classroom	1	1	800	800	1	1	800	800	1	1	800	800	1	1	800	800
3.5	Practice Room		4	80	320		5	80	400		6	80	480		7	80	560
3.6	Dance Classroom	1	1	2,000	2,000	1	1	2,000	2,000	1	1	2,000	2,000	2	2	2,000	4,000
3.7	Drama Classroom (Black Box)*		1	2,000	2,000	1	1	2,000	2,000	1	1	2,000	2,000	1	1	2,000	2,000
3.8a	Visual Arts Classroom 2D	2	2	1,600	3,200	3	3	1,600	4,800	3	3	1,600	4,800	3	3	1,600	4,800
3.8b	Visual Arts Storage / Workroom		1	200	200		1	300	300		2	200	400		2	220	440
3.8c	Kiln Room		1	150	150		1	150	150		1	150	150		1	150	150
<b>Visual &amp; Performing Arts 9-12 Subtotal</b>		<b>7</b>			<b>16,270</b>	<b>9</b>			<b>18,100</b>	<b>10</b>			<b>21,030</b>	<b>11</b>			<b>23,550</b>

4	Career, Technology & Agriculture Education 9-12	Proposed Spaces															
		94 IU / 1800 FTE				113 IU / 2200 FTE				119 IU / 2300 FTE				129 IU / 2500 FTE			
		IU	Quan.	SF	Total	IU	Quan.	SF	Total	IU	Quan.	SF	Total	IU	Quan.	SF	Total
4.1	Business and Computer Science Lab	2	2	1,650	3,300	2	2	1,650	3,300	2	2	1,650	3,300	2	2	1,650	3,300
4.1a	Office		1	150	150		1	150	150		1	150	150		1	150	150
4.1b	Storage		1	150	150		1	150	150		1	150	150		1	150	150
4.2	Family and Consumer Science Lab	2	2	2,250	4,500	2	2	2,250	4,500	2	2	2,250	4,500	2	2	2,250	4,500
4.2a	Multi-Use room		1	150	150		1	150	150		1	150	150		1	150	150
4.2b	Storage		1	150	150		1	150	150		1	150	150		1	150	150
4.3	Engineering and Technology Lab	2	2	2,600	5,200	2	2	2,600	5,200	2	2	2,600	5,200	3	3	2,600	7,800
4.3a	Classroom		2	800	1,600		2	800	1,600		2	800	1,600		3	800	2,400
4.3b	Workroom		2	400	800		2	400	800		2	400	800		3	400	1,200
4.3c	Storage		2	200	400		2	200	400		2	200	400		3	200	600
4.4	Jr. ROTC Classroom	2	2	1,250	2,500	2	2	1,250	2,500	2	2	1,250	2,500	3	3	1,100	3,300
4.4a	Office		2	150	300		2	150	300		2	150	300		2	150	300
4.4b	Storage		1	200	200		1	200	200		1	200	200		1	200	200
4.4c	Range		1	1,400	1,400		1	1,400	1,400		1	1,400	1,400		1	1,400	1,400
4.5	Optional CTAE Pathways (average size)	2	2	2,500	5,000	2	2	2,500	5,000	2	2	2,500	5,000	3	3	2,500	7,500
<b>CTAE 9-12 Subtotal</b>		<b>10</b>			<b>25,800</b>	<b>10</b>			<b>25,800</b>	<b>10</b>			<b>25,800</b>	<b>13</b>			<b>33,100</b>



## High School Grades 9 to 12 Educational Specifications

5		Media Center 9-12 (FTE + 300)		Proposed Spaces															
				94 IU / 1800 FTE				113 IU / 2200 FTE				119 IU / 2300 FTE				129 IU / 2500 FTE			
				IU	Quan.	SF	Total	IU	Quan.	SF	Total	IU	Quan.	SF	Total	IU	Quan.	SF	Total
5.1	Reading Room	1	1	5,200	5,200	1	1	6,400	6,400	1	1	6,600	6,600	1	1	6,900	6,900		
5.1a	Office with Shared Restroom		2	150	300		2	150	300		2	150	300		2	150	300		
5.1b	Conference (seat 12)		2	200	400		2	200	400		3	200	600		3	200	600		
5.1c	A. V. Production & Storage		1	900	900		1	900	900		1	900	900		1	900	900		
5.1d	Small Group Project Rooms / Tutoring		4	120	480		5	120	600		5	120	600		5	120	600		
5.1e	Projects Laboratory / Maker Space		1	1,000	1,000		1	1,000	1,000		1	1,000	1,000		1	1,100	1,100		
5.1f	Workroom / Storage		1	500	500		1	500	500		1	500	500		1	500	500		
5.1g	Secure Storage		2	200	400		3	200	600		3	200	600		4	200	800		
		<b>Media Center 9-12 Subtotal</b>	<b>1</b>		<b>9,180</b>	<b>1</b>		<b>10,700</b>		<b>1</b>		<b>11,100</b>		<b>1</b>		<b>11,700</b>			
		DCSD Standard SF Target = 1.25 x GaDOE Minimum																	

6		Physical Education 9-12		Proposed Spaces															
				94 IU / 1800 FTE				113 IU / 2200 FTE				119 IU / 2300 FTE				129 IU / 2500 FTE			
				IU	Quantity	SF	Total	IU	Quantity	SF	Total	IU	Quantity	SF	Total	IU	Quantity	SF	Total
6.1	Gymnasium with raised track/mezannine	1	1	22,000	22,000	1	1	22,000	22,000	1	1	22,000	22,000	1	1	22,000	22,000		
6.1a	Auxiliary Gymnasium		1	8,000	8,000		1	8,000	8,000		1	8,000	8,000		1	8,000	8,000		
6.1b	Locker Rooms		2	1,400	2,800		2	1,450	2,900		2	1,500	3,000		2	1,600	3,200		
6.1c	Student restrooms and showers		2	800	1,600		2	850	1,700		2	900	1,800		2	950	1,900		
6.1d	Office / Bathroom: PE teachers & Coaches		9	180	1,620		11	180	1,980		12	180	2,160		14	180	2,520		
6.1e	Storage (multiple space, not broken out)		1	2,000	2,000		1	2,100	2,100		1	2,200	2,200		1	2,400	2,400		
6.1f	Laundry		1	170	170		1	170	170		1	170	170		1	170	170		
6.1g	Training		1	400	400		1	400	400		1	400	400		1	400	400		
6.2	Multipurpose/Fitness Room		1	2,400	2,400		1	2,400	2,400		1	2,400	2,400		1	2,400	2,400		
6.2a	Multipurpose/Wrestling Room		1	2,400	2,400		1	2,400	2,400		1	2,400	2,400		1	2,400	2,400		
6.2b	Weight Room		1	2,000	2,000		1	2,000	2,000		1	2,000	2,000		2	2,000	4,000		
6.3	Health Classroom	2	2	1,100	2,200	2	2	1,100	2,200	3	3	1,100	3,300	3	3	1,100	3,300		
		<b>Physical Education 9-12 Subtotal</b>	<b>3</b>		<b>47,590</b>	<b>3</b>		<b>48,250</b>		<b>4</b>		<b>49,830</b>		<b>4</b>		<b>52,690</b>			



## High School Grades 9 to 12 Educational Specifications

7	Cafeteria & Kitchen 9-12 (FTE + 300)	Proposed Spaces															
		94 IU / 1800 FTE				113 IU / 2200 FTE				119 IU / 2300 FTE				129 IU / 2500 FTE			
		IU	Quan.	SF	Total	IU	Quan.	SF	Total	IU	Quan.	SF	Total	IU	Quan.	SF	Total
7.1	Cafeteria/Student seating area		1	9,800	9,800		1	11,700	11,700		1	12,200	12,200		1	13,100	13,100
7.1b	Table & Chair Storage		2	300	600		2	325	650		2	350	700		2	375	750
7.2	Kitchen		1	2,000	2,000		1	2,100	2,100		1	2,100	2,100		1	2,100	2,100
7.2a	Serving Area		1	1,400	1,400		1	1,500	1,500		1	1,500	1,500		1	1,500	1,500
7.2b	Dry Goods Storage		1	500	500		1	500	500		1	500	500		1	500	500
7.2c	Cooler/Freezer		1	900	900		1	900	900		1	900	900		1	900	900
7.2d	Dish Wash Area		1	350	350		1	350	350		1	350	350		1	350	350
7.2e	Kitchen Mgr. Office		1	200	200		2	150	300		2	150	300		2	150	300
7.2f	Restroom/ Locker Room		1	200	200		1	200	200		1	200	200		1	200	200
7.2g	Exterior Can Wash		1	20	20		1	25	25		1	25	25		1	25	25
<b>School Nutrition 9-12 Subtotal</b>					<b>15,970</b>				<b>18,225</b>				<b>18,775</b>				<b>19,725</b>
DCSD Standard SF Target = Cafeteria :1.4 x GaDOE Minimum; Kitchen: 1.3 x GaDOE																	

8	Administration & Counseling 9-12	Proposed Spaces															
		94 IU / 1800 FTE				113 IU / 2200 FTE				119 IU / 2300 FTE				129 IU / 2500 FTE			
		IU	Quantity	SF	Total	IU	Quantity	SF	Total	IU	Quantity	SF	Total	IU	Quantity	SF	Total
8.01	Reception Lobby		1	600	600		1	700	700		1	800	800		1	900	900
8.02	Principal's Office with conference space, closet, restroom		1	460	460		1	460	460		1	460	460		1	460	460
8.03	Assistant Principal Office		4	300	1,200		5	300	1,500		5	300	1,500		5	300	1,500
8.04	Conference Room		2	300	600		3	300	900		3	300	900		3	300	900
8.05	Office (Bookkeeper, Secretary, Attendance)		3	150	450		3	150	450		3	150	450		3	150	450
8.06	Mail/Work/Copy Room		1	500	500		1	500	500		1	500	500		1	500	500
8.07	Administrative Storage (Supplies, General Storage)		2	200	400		2	200	400		2	200	400		2	200	400
8.08	Faculty Lounge with two restrooms		1	900	900		1	900	900		1	900	900		1	900	900
8.09	Health Clinic with supply closet and rest room		1	500	500		1	500	500		1	500	500		1	500	500
8.10	Records /Testing Vault Storage		1	150	150		1	150	150		1	150	150		1	150	150
8.11	Guidance Counselor's Office		6	150	900		7	150	1,050		8	150	1,200		9	150	1,350
8.11a	Reception / Waiting for Counseling / Library		1	250	250		1	250	250		1	300	300		1	350	350
8.12	SRO Office		1	150	150		1	150	150		1	150	150		2	150	300
8.13	Flex Offices		11	150	1,650		12	150	1,800		13	150	1,950		14	150	2,100
<b>Administration &amp; Counseling 9-12 Subtotal</b>					<b>8,710</b>				<b>9,710</b>				<b>10,160</b>				<b>10,760</b>



## High School Grades 9 to 12 Educational Specifications

9		Building Services 9-12		Proposed Spaces															
				94 IU / 1800 FTE				113 IU / 2200 FTE				119 IU / 2300 FTE				129 IU / 2500 FTE			
				IU	Quan.	SF	Total	IU	Quan.	SF	Total	IU	Quan.	SF	Total	IU	Quan.	SF	Total
9.1	Battery Restrooms		10	650	6,500		12	650	7,800		13	650	8,450		14	650	9,100		
9.2	Custodial Closet		11	70	770		13	70	910		14	70	980		15	70	1,050		
9.3	Storage		11	200	2,200		13	200	2,600		14	200	2,800		15	200	3,000		
<b>Building Services 9-12 Subtotal</b>		<b>0</b>			<b>9,470</b>	<b>0</b>			<b>11,310</b>	<b>0</b>			<b>12,230</b>	<b>0</b>			<b>13,150</b>		

10		Auditorium 9-12		Proposed Spaces															
				94 IU / 1800 FTE				113 IU / 2200 FTE				119 IU / 2300 FTE				129 IU / 2500 FTE			
				IU	Quantity	SF	Total	IU	Quantity	SF	Total	IU	Quantity	SF	Total	IU	Quantity	SF	Total
10.1	Auditorium with area for band		1	6,200	6,200		1	6,200	6,200		1	6,200	6,200		1	6,200	6,200		
10.1a	Stage		1	1,500	1,500		1	1,500	1,500		1	1,500	1,500		1	1,500	1,500		
10.1b	Dressing Room with Restroom		2	250	500		2	250	500		2	250	500		2	250	500		
10.1c	Costume Storage		2	250	500		2	250	500		2	250	500		2	250	500		
10.1d	Scene Shop and Storage (exterior loading access)		1	1,000	1,000		1	1,000	1,000		1	1,000	1,000		1	1,000	1,000		
10.1e	Control Room / Panel Room		1	250	250		1	250	250		1	250	250		1	250	250		
10.2	Lobby		1	660	660		1	660	660		1	660	660		1	660	660		
10.2a	Ticketing		1	100	100		1	100	100		1	100	100		1	100	100		
10.2b	Concessions		1	300	300		1	300	300		1	300	300		1	300	300		
<b>Auditorium 9-12 Subtotal</b>		<b>0</b>			<b>11,010</b>	<b>0</b>			<b>11,010</b>	<b>0</b>			<b>11,010</b>	<b>0</b>			<b>11,010</b>		

## High School Grades 9 to 12 Educational Specifications

11	Outdoor Spaces 9-12	Proposed Spaces															
		94 IU / 1800 FTE				113 IU / 2200 FTE				119 IU / 2300 FTE				129 IU / 2500 FTE			
		IU	Quantity	SF	Total	IU	Quantity	SF	Total	IU	Quantity	SF	Total	IU	Quantity	SF	Total
11.1	Outdoor Classroom		1	1,000	1,000		1	1,000	1,000		1	1,000	1,000		1	1,000	1,000
11.2	Art patio		1	1,000	1,000		1	1,000	1,000		1	1,000	1,000		1	1,000	1,000
11.3	Softball with Dugout		1	65,000	65,000		1	65,000	65,000		1	65,000	65,000		1	65,000	65,000
11.4	Baseball with Dugout		1	160,000	160,000		1	160,000	160,000		1	160,000	160,000		1	160,000	160,000
11.5	Turf Practice Field for football, soccer; 8 lane track with shot, discus, long jump		1	140,000	140,000		1	140,000	140,000		1	140,000	140,000		1	140,000	140,000
11.6	Tennis		4	4,800	19,200		4	4,800	19,200		4	4,800	19,200		4	4,800	19,200
11.7	JROTC Pad		1	10,000	10,000		1	10,000	10,000		1	10,000	10,000		1	10,000	10,000
11.8	Marching Band practice area (in parking lot)		1				1				1				1		
11.9	Additional grassed field (if site permits)		1	84,240	84,240		1	84,240	84,240		2	84,240	84,240		2	84,240	84,240
Outdoor Physical Education 9-12 Subtotal																	

12	Parking 9-12
	Target : 6 spaces per IU
	Minimum: 4 spaces per IU



# **Design Guidelines for Facility Construction**

VERSION 2018.04.04

Department of Design and Construction

Operations Division

Sam Moss Service Center  
1780 Montreal Road  
Tucker, GA 30084



These Design Guideline requirements reflect DeKalb County School District's (DCSD) experience in building and operating schools. They are provided to assist Design Professionals in preparing contract documents for new schools, additions, and renovation projects. The aim is to balance the need for instructional functionality with aesthetics, accessibility, operability, sustainability, and security so that all students, staff, and community members feel welcome and safe.

The Design Guideline requirements are organized in sixteen (16) divisions similar to the Master Format industry standard specification divisions. Technical specifications for each DCSD project shall be prepared by and be the legal responsibility of the Design Professional of Record. This document serves as a guideline to the project designer of minimum performance standards and expectations the District has for school construction. They are not intended to be complete technical specifications. The Design Professional shall be responsible for incorporating these requirements into the appropriate contract documents. Any deviation from these guidelines must be approved in writing by DCSD staff.

All requirements noted shall be assumed to apply to every school type, unless specifically noted. DCSD or its designee shall be solely responsible for establishing and maintaining the DeKalb County School District Design Guidelines.

Design Professionals shall coordinate use of these Design Guideline requirements with related documents and regulations, including, but not limited to:

- Georgia Department of Education (GaDOE) Architectural Review Documents: GaDOE requires that Construction Documents for DCSD projects comply with GaDOE standards and be submitted for formal review. These standards and review requirements are posted on the GADOE Facilities Services Resources website: <http://www.GaDOE.org/Finance-and-Business-Operations/Facilities-Services/Pages/Facilities-Services-Resources.aspx>. Drawing submittals require coordination with the current GADOE "Curriculum and Space Needs" form for each project. These forms will be provided by GADOE through the DCSD Program Manager.
- Georgia Department of Education (GDOE) Grants Administration Documents: At projects where GADOE will provide funding, additional documentation is required. These documents are also posted on the GADOE Facilities Services Resources website.

The following DeKalb County School District (DCSD) guiding documents are posted on the DCSD website ([www.dekalbschoolsga.org](http://www.dekalbschoolsga.org)):

- Local Five-Year Facilities Plan
- DeKalb County School District (DCSD) Educational Specifications: Educational Specifications provide descriptions of typical programmed spaces for each of the three main types of schools: Elementary, Middle and High. These Design Guidelines describes construction requirements applicable to all types of schools.

## **DIVISION 1 – GENERAL**

### **01.01 Facility Planning**

1. **Grades to be Housed:** Typical new schools in the DeKalb County School District shall be designed to house the following grade levels:
  - a. Elementary: Kindergarten (K), First (1st), Second (2nd), Third (3rd), Fourth (4th) and Fifth (5th) grades.
  - b. Middle: Sixth (6th), Seventh (7th) and Eighth (8th) Grades.
  - c. High: Ninth (9th), Tenth (10th), Eleventh (11th) and Twelfth (12th) Grades.
2. **Building Capacity:** The District’s Planning Department will determine the Full Time Equivalent (FTE) Capacity for new schools in the DeKalb County School District.
3. **Building Core:** The “core” consists of ancillary spaces that support the classroom instructional spaces. These include the Cafeteria, Kitchen and Media Center. The GADOE has issued rules setting forth minimum floor areas for such spaces, based upon FTE. Thus, provision for expansion must begin with planning for a “core” large enough to support the largest practical FTE contemplated for a given site. Typical new schools in the DeKalb County School District shall be designed with the following core capacity:
  - a. Elementary Future FTE: plan for minimum 40% increase
  - b. Middle Future FTE: plan for minimum 30% increase
  - c. High Future FTE: plan for minimum 25% increase
4. **Future Expansion:** Any new design for DCSD facilities should be configured with future growth in mind, to allow for expansion with a minimum amount of alteration of the original structure or site. For new buildings or major additions, indicate area for future expansion on the architectural site plan.

### **01.02 Room Numbers**

DeKalb County School District requires incorporation of a single room numbering system for all drawings, schedules and signage installed on the building, including: All architectural submittal drawings

1. GADOE Inventory Drawings
2. Door and Finish Schedules
3. HVAC Equipment, Automated Temperature Controls and Energy Systems
4. Signage on the building

To achieve this, the Architect shall develop a logical building and room numbering system at the Schematic Planning stage. The sequence of room numbers shall be assigned based on ease of locating rooms in the completed building. In order to direct students, staff and visitors, the sequence shall start at the Main Entrance and progress in a logical sequence throughout the building. Random numbering of rooms is not acceptable.

Room numbers shall be all numeric as required for GADOE Inventory. Major room numbers at multi-story buildings shall be 4 digits starting with the floor level, and progress around the building in sequence (Room number 1211 indicates 1st floor, 2nd wing or Corridor, 11th room). Small spaces within major rooms or suites shall be identified with the major room number plus numeric suffix (# 1211.1).

Where possible use whole thousands for wings or corridors (1200) and use postal odd-even progressive numbers down corridors (odd on right (1211), even on left (1212)). All spaces must be numbered including corridors, stairs, elevators, and service rooms. Stairs, elevator and service rooms may be numbered as a suffix of the corridor leading to them. One story buildings shall be similar, but may use 3 digits when identification of the story is not needed. Room numbers at additions shall extend existing Inventory Drawing numbers without repeats.

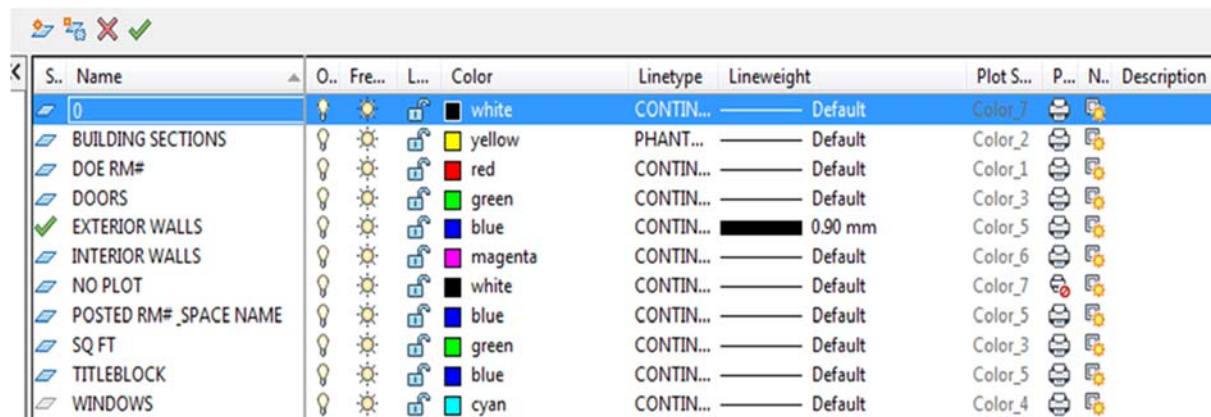
Architect shall present building and room numbering system to DCSD for review and approval before incorporating them into the construction documents. After room numbers are approved they shall not be casually altered without specific approval of DCSD Facilities Services Department. See Division 10 - Room Signage.

### 01.03 GADOE Inventory Drawings

For all new buildings and additions, the Architect shall prepare Inventory Drawings. These documents are required by the GADOE for the Local Facility Plan, and are used by DCSD for convenient reference. Inventory Drawing standards include:

Deliver the Inventory Drawings to DCSD, formatted and saved in AutoCAD 2010.

The following layer list should be used:



S. Name	O..	Fre...	L...	Color	Linetype	Lineweight	Plot S...	P...	N..	Description
0	Lightbulb	Sun	Lock	white	CONTIN...	Default	Color_7	Printer	Lightbulb	
BUILDING SECTIONS	Lightbulb	Sun	Lock	yellow	PHANT...	Default	Color_2	Printer	Lightbulb	
DOE RM#	Lightbulb	Sun	Lock	red	CONTIN...	Default	Color_1	Printer	Lightbulb	
DOORS	Lightbulb	Sun	Lock	green	CONTIN...	Default	Color_3	Printer	Lightbulb	
EXTERIOR WALLS	Lightbulb	Sun	Lock	blue	CONTIN...	0.90 mm	Color_5	Printer	Lightbulb	
INTERIOR WALLS	Lightbulb	Sun	Lock	magenta	CONTIN...	Default	Color_6	Printer	Lightbulb	
NO PLOT	Lightbulb	Sun	Lock	white	CONTIN...	Default	Color_7	Printer	Lightbulb	
POSTED RM# _SPACE NAME	Lightbulb	Sun	Lock	blue	CONTIN...	Default	Color_5	Printer	Lightbulb	
SQ FT	Lightbulb	Sun	Lock	green	CONTIN...	Default	Color_3	Printer	Lightbulb	
TITLEBLOCK	Lightbulb	Sun	Lock	blue	CONTIN...	Default	Color_5	Printer	Lightbulb	
WINDOWS	Lightbulb	Sun	Lock	cyan	CONTIN...	Default	Color_4	Printer	Lightbulb	

1. Building walls shall be drawn in a simplified 2-D drawing format using Auto CAD and show only the net exposed surface of walls. (i.e., no hatching or interior chases)
2. Show windows as a single Cyan Line without spandrels or sills.
3. Show doors and swing as single lines similar to walls without thresholds or heads.
4. Eliminate unnecessary detail features which may interfere with the readability of text at the prescribed sheet size.
5. Identify all spaces, including corridors, stairs, elevators, and service rooms, with room name, room number and net area.
6. Standard sheet size = 11" x 17" without border
7. Do not use more than one sheet per floor level.

8. All text must be readable without magnification when printed on 11" x 17 sheet. Use following Fonts and colors to better distinguish room identification:

Font styles:

Georgia

Stylus BT

**ROOM TAG LEGEND**

**POSTED ROOM NUMBER**

**ROOM/SPACE NAME**

**DOE SPACE NUMBER**

**DOE SPACE TYPE**

**SQUARE FOOTAGE**

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9. Net Room Areas shall be calculated based on the inside face of walls.
10. Gross building areas shall be calculated to the exterior surface of exterior walls. Do not include overhangs.
11. Provide separate area calculations for mechanical mezzanines and canopies.
12. Text shall be individually positioned for each space for best readability.
13. Additions shall be identified with a yellow phantom line border and a title box showing GADOE Building Number, Year when first occupied, and Gross Area.
14. Refer to typical existing Inventory Drawings for required Schedules, Tables and overall Format.

**01.04 Fire Evacuation Plans**

For all new buildings and additions, the Design Professional shall prepare evacuation plans in accordance with DeKalb County Fire Marshal regulations. Upon construction completion, these plans will be mounted on interior walls throughout the facility to direct building occupants to exits.

1. For phased projects, intermediate evacuation plans are required for each phase.
2. Plans shall show simplified floor plan in black, with exit routes in red, on white background.
3. Deliver the Fire Evacuation Plans to DCSD in .pdf format at 11" X 17".
4. To properly mount the plans, the Design professional shall specify a protective acrylic frame, and locate mounting locations for contractor to install.

**01.05 Proprietary Specifications**

1. Technical Specifications shall generally be performance-based and include a minimum of 3 acceptable manufacturers actively bidding in Georgia. These shall be reviewed by DCSD or its designee in order to confirm acceptability.
2. It is the desire of DeKalb County School District to utilize proprietary specifications for items for which there are less than three acceptable manufacturers or for items for which new purchases must be of the same manufacturer as existing to achieve system wide compatibility and economical use of funds in the maintenance of the systems. The current list of approved items is in the appendix to this document.
3. The DCSD designee will furnish a letter of justification for each project, which must be submitted with final documents to the Georgia Department of Education. The Design Professional shall verify that the latest and most current document is used in Contract Documents.

## 01.06 Applicable Codes and Building Standards

The Design Professional is responsible for ensuring that all designs for DCSD projects comply with all applicable building codes. We depend on the expertise of our design professionals to support and protect our community.

### ADA and DCSD

1. All new school construction for DCSD must be designed and constructed in full compliance with all requirements of the current edition Americans with Disabilities Act (ADA) and the Georgia Accessibility Code. For major additions and renovations, areas of non-compliance throughout the entire existing building should be assessed by the design professional, even if outside the scope of work. A brief synopsis of this information, along with proposed future solutions, should be included in the designer's preliminary report.
2. For remodeling, enlarging a toilet stall for ADA-compliance will often result in fewer fixtures available at the school, which has adverse effects. Any proposed reduction to the overall number of water closets, urinals, or lavatories must be approved early in the project in writing by the DCSD Design Manager.
3. Frequently overlooked items related to ADA compliance include:
  - At least one bench in each locker room shall provide back support
  - All electric water coolers (not just those in corridors) or other items that project from the wall must be recessed or otherwise protected for compliance.
  - Provide contrast nosings at all stair treads.
  - The number of accessible parking spaces to be provided is determined by the aggregate total of all spaces provided on the school site.
  - Renovations to an existing restroom shall include proper location of all toilet accessories.
  - Provide stable, accessible route (concrete walkway preferred) to all play areas and play equipment.

## 01.07 Acoustic Standards

The Design Professional shall be responsible for incorporating appropriate acoustic design measures into the Construction Documents. Follow GADOE guidelines and current industry standards such as ASHRAE and ANSI Standard S12.60 guidelines regarding acoustic design of classrooms. Building areas requiring special acoustic attention include but are not limited to stage area, auditorium, gymnasium, cafeteria and music areas.

Design considerations include:

- Sound quality: controlling excessive reverberation, eliminating or minimizing echoes, and shaping rooms to create uniform sound field in audience areas.

- Minimizing impact of equipment noise and vibration when locating mechanical equipment: Maximum noise emissions of equipment shall be specified. To avoid vibration transfer, provide adequate isolation of all equipment with moving parts from the building structure.
- Addressing noise intrusion from plumbing and impact noise from lockers, basketball backboards, etc. into acoustically sensitive rooms.
- Speech privacy shall be provided at offices, conference rooms and speech therapy rooms.
- Provide sound attenuation in corridors (“Commons”) in student queuing areas leading to Cafeteria and Gymnasium entrances.

### **01.07 Close-out Process**

Close-out procedures shall be incorporated into the project from the start of design. The Design Professional shall coordinate with the Capital Improvements Program team to establish expectations regarding documentation.

1. Provide Operation and Maintenance Manual Notebooks for all systems and equipment no later than (30) days prior to Project Substantial Completion Date.
2. Provide keys, valve schedules, attic stock materials, instruction confirmations and as-built drawings no later than the Project Substantial Completion Date. Deliver keys directly to Owner.
3. Provide all required warranties, inspection reports, governing certificates and other remaining required items within thirty (30) days following the project Substantial Completion Date. Provide all warranties in a separate 3-ring binder with warranties organized by CSI designation.
4. Provide itemized list of Kitchen equipment with brand, model and serial number for each piece along with cost.
5. Technical Specifications shall address requirements for training sessions for owner orientation and instruction for all building equipment and systems. Minimally, these shall include:
  - a. Providing a training schedule spreadsheet for distribution to Owner at least one week before training.
  - b. Providing a video record of all trainings for future reference.

### **01.08 DCSD: An Environmentally Conscious School System**

DeKalb County School Board Policy EBL adopted in 2008, defines the District’s goal to “establish and maintain an environmentally conscious school system.” This policy is available for viewing on our website, [www.dekalbschoolsga.org](http://www.dekalbschoolsga.org). It is the District’s policy to promote healthy and sustainable educational environments through the design, construction, operations, and maintenance of its facilities. Architects, engineers, and contractors should review, discuss, and work with the District to establish the goals in this respect for each project at the beginning of the design and construction phase.

DeKalb County School District recognizes the environmental impact of its buildings and the importance of green design and green building practices. Architects and engineers are encouraged to incorporate energy performance in the design process and design energy efficient buildings to achieve high performance buildings that will lower the schools overall operating and maintenance costs.

## 02.01 Site Design: Circulation

1. For new facilities and major renovations, the Design Professional shall develop a master plan which provides for the programmed needs defined by DeKalb County School District including considerations for future expansion to the core capacity. In addition, classroom areas should be configured so as to allow for expansion with a minimum amount of alteration of the original structure or site.
2. For additions to existing facilities, the Design Professional shall provide DCSD with an overall as-built site plan showing entire extent of site, including all existing and new structures, paving, and site improvements.
3. Every school site shall be designed with a minimum of two (2) vehicular entrances in and out, preferably from two separate streets.
4. Site traffic circulation shall be designed with separate car and bus traffic routes that should not conflict. Layout shall not require driving service vehicles through parking lots to access the service areas; provide direct access to service area from bus loop or other main site circulation driveway.
5. Provide walkway access from adjacent streets, parking, bus loading and sports facilities. Walkways at high traffic areas shall be sized and located to avoid trampling of adjacent lawns and landscaping especially at building entrances and at heavily traveled routes to play areas.
6. Provide gates or bollards to restrict vehicular access onto entrance and other major walkways. Review specific requirements for traffic gates with DCSD. Consider gates at drives leading to athletic areas, bus parking, marching band practice areas and entrances.
7. Future Portable Classrooms:
  - a. For new buildings, site design shall include pre-planned level areas for the future location of portable classroom units, in the following minimum quantities:

i. Elementary:	12 classrooms
ii. Middle:	12 classrooms
iii. High:	24 classrooms
  - b. Design of the site shall identify area(s) for placement of portable classroom units without impacting parking, play fields and other required amenities. Portable areas shall be adjacent to classroom wings if site constraints and conditions permit. Coordinate portable location with future building expansion areas to avoid relocation of portables when the building is expanded. Building service utilities (electricity, gas, water) shall not be located under the footprint of future portable locations. Avoid locating site drainage lines and inlet structures under and within portable building sites. A fire hydrant must be located within 400' of all portable classroom building sites.
  - c. Portables should be located as close to the school building as permitted by code. Architect shall verify separation requirements with the permitting authority and with DCSD Facility Services Department during the preliminary design phase of each school. Portables are typically located a minimum of 17' apart, face to face, to accommodate required stairs, ramps and sidewalks.
  - d. DCSD uses several different sizes/configurations of portable classrooms. All portable classrooms must be accessible, per ADA requirements. Portables are built to a Type V-B construction classification and are designed and approved for educational occupancy.
  - e. Soil bearing capacity in the portable area shall be 3,000 psf minimum.

- f. The building electrical service shall be sized to accommodate the additional portable loads. A “spare” breaker shall be installed to power a future distribution panel near the portable site(s) to provide electrical service to the portables. Conduits of sufficient size, as required to serve the remote future portable classroom distribution panel, shall be installed from the main electrical distribution panel and capped until needed. Intercom, security and other systems shall be expandable for the number of additional portable classrooms noted above.
8. Auto Parking and Student Drop-off / Pick-up
    - a. The total number of automobile parking spaces provided shall be the number required by local zoning code, or the following, whichever is greater:
      - i. Elementary = 2 parking spaces per Instructional Unit
      - ii. Middle = 3 parking spaces per Instructional Unit
      - iii. High = 6.6 parking spaces per Instructional Unit. Where space permits, provide an area without intermediate curbs within the paved parking area for marching band practice, approximately the size of a football field.
    - b. Appropriate number of accessible parking spaces will be provided, in accordance with ADA requirements and the Georgia Accessibility Code. Consider placement of a portion of the required number of accessible (HC) parking spaces directly adjacent to main entrance building, so that users do not have to traverse traffic lanes to enter building.
    - c. Clearly define crosswalks (painted and/or raised) from parking areas to all building entrances.
    - d. Provide a designated separate automobile drive and drop-off / pick-up area with appropriate stacking space for waiting cars. Consider using speed humps at automobile drives to reduce speeding. Review location of proposed speed humps which may impact bus traffic with DCSD Director of Transportation.
  9. School Bus Parking, Drives and Loading / Unloading Areas
    - a. For all new schools, provide covered main bus loading area and covered handicapped-accessible special education bus loading adjacent to appropriate building entrance. Consider locating special education bus loading area as close to special education classrooms as practicable. Access to and from the Special Education bus area shall be approximately level without extensive ramps or lifts.
    - b. Provide curbside bus loading-unloading adjacent to High School Stadiums with appropriate turning radius and grades. Paint auto parking overlay at bus staging area for additional activity parking.
    - c. Bus parking, covered loading-unloading areas, and driveway layout shall be reviewed and approved by DCSD Executive Director of Transportation, to ensure appropriate turn radii and grades for bus drives.
  10. Loading Docks
    - a. For new schools and / or major kitchen renovations at Elementary and Middle Schools, provide 6” curb loading areas adjacent to Kitchen and General Storage / Receiving area with 36” curb cut and ramp to grade.
    - b. For new schools and / or major kitchen renovations at High Schools, provide standard height raised loading dock at adjacent to Kitchen and General Storage / Receiving area.
    - c. See Division 16 for delivery doorbell requirements at receiving areas.

## 02.02 Sitework Details

1. Paving and Surfacing
  - a. Heavy-duty asphalt paving shall be used in all parking and driveway areas. Lighter duty pavement may be considered for automobile parking areas that are well isolated from bus or truck traffic.
  - b. Asphalt and graded aggregate base thicknesses shall be standardized and so illustrated in paving cross-sections, detailed in civil engineering design drawings. Final asphalt top shall be in place before bus run through.
  - c. Surfacing at Playgrounds shall be rubber mulch.
2. Site Signage (Road, Parking, and Drive Entrance)
  - a. Appropriate metal signage shall be included in the contract per code and local requirements. The position of parking and traffic signage shall be included in the site design and Construction Documents. Provide way-finding signage for major facilities such as visitor parking, building entrance, parent and bus drop-offs, stadium, ball fields, etc. Identify restrictions on use of parking spaces such as handicapped, staff, visitors, students, etc. Provide signage clearance from curbs to prevent bus "tail swing" from damaging signposts. Similar clearance needs to be maintained for bus canopy posts. Mount signage on building walls and columns where possible.
  - b. Provide space at entrances for standard building identification sign furnished and installed by DCSD.
  - c. Coordinate signage design with DCSD Executive Director of Transportation.
3. Marquee Sign
  - a. For all new schools, the DCSD standard marquee sign, an electronic screen on a masonry base, will be provided. DCSD graphic standards shall be used, and DCSD logo shall be included along with school logo. See appendix.
  - b. Appropriate location for shall be determined by Design Professional and indicated on site plan. General contractor shall provide power and data from building to sign.
4. Trash Compactor
  - a. Trash Compactor basis of design shall be Marathon Equipment Ramjet, Model # RJ-250SC-30, with the following minimum specifications:
    - i. Power Unit (electrical): Operating Power Available: 3 PHASE/460
    - ii. Plumbing: Connection on both sides
    - iii. Capacity: 30 cubic yards
    - iv. Overall Size, approximate dimensions: Length: 256 "(21'-4"); Height: 104"(8'-8"); Width: 98" (8' - 2")
    - v. Features: Remote on 13' cord, pressure gauge on 15' cord, guides and stops, double door doghouse, fullness package, and auto start.
  - b. Compactor/container shall have the capability of being transported from site to site.
  - c. Review space required for dumpsters and compactors with DCSD Facilities Services Department.
5. Fences and Gates
  - a. Unless otherwise specifically approved by DCSD, all permanent fences and gates shall be black vinyl coated chain link construction. Typical fencing shall be 11 Gauge core wire and 9 gauge finish thickness. Provide appropriate black vinyl coated post and gates, installed in accordance with Chain Link Fabrication Manufacturers Association criteria.

- b. General site fencing shall be 6'-0" high with appropriately located gates. Storm retention areas shall be fenced with the same material per local requirements.
- c. Gates shall be provided at school driveways to limit access during certain time periods.
- d. Perimeter and other fencing shall be installed as needed to provide safety and security of the students, teachers and staff. Exact location of fencing will be determined on-site by DCSD in order to preserve natural areas and undisturbed buffers.
- e. Fencing and wind screens at sports fields shall be of the height and locations described in the relevant sections of these guidelines. Fences shall be black vinyl coated chain link construction of appropriate gauge and mesh for the height required with appropriate black vinyl coated post and gates, installed in accordance with Chain Link Fabrication Manufacturers Association criteria. Wind Screens shall be forest green.
- f. Provide security fencing around any exterior equipment that is installed at ground level. (I.e. Freezer/Cooler, condensing units, generators, etc.)

### **02.03 Landscaping Notes**

#### **1. Trees/Plants/Ground Cover**

- a. In general, use low maintenance ground cover; minimize grass/sod. Landscape designer is encouraged to look at alternatives and use the most practical application for each area. Use mulch around buildings. Provide raised curb or other devices to restrict washing of mulch onto adjacent paved walks and drives. Low maintenance ground covers may be used in low-traffic areas and on slopes as appropriate.
- b. Pine straw mulch for adequate coverage, no more than 4" deep, shall be provided at all new tree and shrub plantings.
- c. New landscaping shall be maintained by the Contractor for no less than 60 days, prior to a request for inspection and acceptance by DCSD.
- d. Comply with tree ordinances and provide additional buffers as may be directed by the municipality or jurisdiction. Review proposed new shrubs and trees with DCSD Facilities Services Department.

#### **2. Lawns and Grasses**

- a. All general areas to be grassed shall be hydro-seeded with Common Bermuda or Fescue depending on the planting season. Wood fiber mulch shall be included when hydro-seeding slopes greater than 3:1. Lawns and grass shall be watered and maintained for a period of no less than 60 days, prior to a request for inspection and acceptance by DCSD. Lawns and grass shall be fully established and receive a minimum of 2 cuts prior to inspection.
- b. Provide adequate seedbed preparation – 4" tilled topsoil or amended organic soil.
- c. Specify rock hounding in two directions to pick up stones greater than 1.5" diameter.
- d. Areas to be planted with sod vs. seed need to be identified on the drawings. Typically, all areas close to the building or inside a perimeter drive should be sod.
- e. Consider the use of "Terra-mat" or sod on excessive slopes.
- f. Architect/Engineer shall consult with DCSD Facilities Services to obtain approval for proposed Lawn specifications prior to issuing final Drawings.

#### **3. Landscaping Irrigation System for Planting**

- a. Landscape plantings shall be designed and installed to eliminate the need for landscape planting irrigation. DCSD allows irrigation for playing fields only.
- b. See Division 15 MECHANICAL, Plumbing Fixtures, for Exterior Hose Bib requirements.

## 02.04 Site Design Notes for School Athletic Facilities

1. Landscaping Irrigation System
  - a. Commercial grade sprinkler irrigation system with 120 V, automatic operation shall be provided for the grass playing and practice fields at Middle and High Schools only. Do not provide irrigation at Elementary School play fields.
  - b. Architect/Engineer shall consult with DCSD Facilities Services and obtain approval for proposed irrigation system prior to issuing final drawings.
2. Stadium Notes
  - a. All major renovations to stadiums shall include a synthetic turf, rubber infill system. Base system will include single letter logo at midfield; school name in one end zone and mascot name in the other; single letter color; and striping and markings for football (white), soccer (yellow) – reference marks only the six yard end boxes; men’s and women’s lacrosse (red) – reference marks only.
    - i. Acceptable manufacturers are Sprint Turf, Sports Turf, and Matrix Turf.
  - b. All major renovations to stadium track and field shall have layouts in accordance with competition standards of the Georgia High School Association and the national Federation of State High School Associations. Each field shall include the following:
  - c. Where possible, field orientation should be with long dimension along north/south axis.
  - d. Provide areas for field events including paved areas for pole vault, high jump, long jump with sand pit.
  - e. Polyurethane surfacing system running track (8 Lanes).
  - f. Provide concrete pads for shot put and discus field events.
  - g. See Division 11 EQUIPMENT for Athletic Equipment
3. High school Track and Field : All major renovations to high school track and field shall have layouts in accordance with competition standards of the Georgia High School Association and the national Federation of State High School Associations.
  - a. Track shall be a polyurethane surfacing system similar to Sports Track 300 or Beynon Sports Surfaces, BSS-300. The elastomeric polyurethane shall be red in color with line striping and event markings in accordance with current National Federation of State High School Associations standards and guidelines. Provide minimum of 6 track lanes; 8 where space permits.
4. Middle School Track and Field : Middle school track and field areas shall be constructed to appropriate grading and grassing standards but are not required to meet competition standards of the Georgia High School Association and the national Federation of State High School Associations. Each track and field shall include the following:
  - a. Irrigated grass field inside running track.
  - b. Slope field to area drains at corners.
  - c. Asphalt running track with painted lanes.
    - i. 400 meter track with 6 lanes where space permits.
    - ii. 300 meter track with 5 lanes where space is limited.
  - d. Paved H/C access from building.
  - e. Paved areas for high jump and long jump with sand pit.
  - f. See Division11 EQUIPMENT for Athletic Equipment.

5. High School Baseball Field: High School baseball Fields shall have layout in accordance with competition standards of the Georgia High School Association and the national Federation of State High School Associations. Field shall include the following:
  - a. Orientation with home plate at southwest and second base at northeast.
  - b. Field size: 330' long at R / L foul lines x 380' deep at center of outfield, where space permits.
  - c. Outfield and diamond of natural grass turf with irrigation system
  - d. Warning track
  - e. Infield playing surface with 80% sand, 20% clay
  - f. Pitching mound raised 10" with pitching rubber
    - i. Weather proof water spigot within ground box behind pitcher's mound.
    - ii. 110-volt electrical duplex outlet within weatherproof in ground box behind pitcher's mound.
  - g. Fencing 10' high ; backstop located 60' behind home plate - height as required for safety
  - h. Two concrete block dugouts
  - i. Two bullpens (one at each side, inside fence)
  - j. One batting cage with 110V electrical outlets for pitching machine (outside fence)
  - k. Scoreboard located between center and left field; See Division 11 EQUIPMENT for Scoreboard.
  - l. Two sets of bleachers, 5 rows high, 10' deep x 21' long, anchored to concrete pads; See Division 13 SPECIAL CONSTRUCTION for Portable Bleachers.
  - m. Field Lighting; See Division 16 ELECTRICAL for Sports Field Lighting.
  - n. Shared Baseball / Softball Concession / Restrooms / Storage; See Division11 EQUIPMENT for Concession Equipment.
  
6. Middle School Baseball Field: Middle school baseball field areas shall be constructed to appropriate grading and grassing standards but are not required to meet competition standards of the Georgia High School Association and the national Federation of State High School Associations. Each field shall include the following:
  - a. Orientation with home plate at southwest and second base at northeast.
  - b. Field size: 330' long at R / L foul lines x 380' deep at center of outfield, where space permits.
  - c. Grass outfield with irrigation system
  - d. Appropriate drainage towards outfield
  - e. Skinned earth between bases
  - f. Infield playing surface with 80% sand, 20% clay
  - g. Pitching mound raised 10" with pitching rubber
  - h. Fencing 10' high; backstop located 60' behind home plate - height as required for safety
  - i. One set of bleachers, 5 rows high, 10' deep x 21' long, anchored to concrete pads; See Division 13 SPECIAL CONSTRUCTION for Portable Bleachers.
  
7. High School Softball Field: High School softball Field shall be designed in accordance with competition standards of the Georgia High School Association and the national Federation of State High School Associations. Field shall include the following:
  - a. Orientation with home plate at southwest and second base at northeast.
  - b. Field size: 200' long at R / L foul lines x 200' deep at center of outfield

- c. Outfield of natural grass turf with irrigation system
  - d. Warning track
  - e. Infield playing surface with 80% sand, 20% clay
  - f. Pitching mound level with infield with pitching rubber
    - i. Water spigot within weather proof in ground box behind pitcher's mound.
    - ii. 110-volt electrical duplex outlet within weather proof in ground box behind pitcher's mound.
  - g.
  - h. Fencing 10' high; backstop located 25' behind home plate- height as required for safety
  - i. Double first base
  - j. Two concrete block dugouts
  - k. Two bullpens (One at each side, inside fence)
  - l. One batting cage with 110V electrical outlets for pitching machine (Outside fence)
  - m. Scoreboard located between center and left field; See Division 11 EQUIPMENT for Scoreboard
  - n. Two sets of bleachers, 5 rows high, 10' deep x 21' long, anchored to concrete pads; See Division 13 SPECIAL CONSTRUCTION for Portable Bleachers
  - o. Field Lighting See Division 16 ELECTRICAL for Sports Field Lighting
  - p. Shared Baseball / Softball Concession / Restrooms / Storage; See Division 11 EQUIPMENT for Concession Equipment
8. Middle School Softball Field: Middle school softball field shall be constructed to appropriate grading and grassing standards but are not required to meet competition standards of the Georgia High School Association and the national Federation of State High School Associations. Field shall include the following:
- a. Orientation with home plate at south-southwest and second base at north-northeast
  - b. Field size: 200' long at R / L foul lines x 200' deep at center of outfield
  - c. Grass infield and outfield with irrigation system
  - d. Appropriate drainage towards outfield
  - e. Skinned earth between bases
  - f. Pitching mound level with infield
  - g. Fencing, 8' high; backstop located 25' behind home plate, 20' high
9. High School Practice Field: High school practice field is intended for physical education instruction and used for multiple sports. It shall be constructed to appropriate grading and grassing standards but is not required to meet competition standards of the Georgia High School Association and the national Federation of State High School Associations. Practice field shall include the following:
- a. Orientation with long dimension north and south
  - b. 78 yards wide x 120 yards long
  - c. Grass turf with irrigation system
  - d. Provide netting where necessary to prevent damage from balls entering adjacent areas.
  - e. Fixed Football goalpost and movable soccer goals. See Division 11 EQUIPMENT for goalpost and goals.
10. Middle School Practice Field: Middle school practice field is intended for physical education instruction and used for multiple sports. If site allows, it shall be constructed to appropriate

grading and grassing standards but is not required to meet competition standards of the Georgia High School Association and the national Federation of State High School Associations. Practice field shall include the following:

- a. Orientation with long dimension north and south
  - b. 78 yards wide x 120 yards long
  - c. Grass turf with irrigation system
  - d. Provide netting where necessary to prevent damage from balls entering adjacent areas.
  - e. Fixed Football goalpost and movable soccer goals; See Division 11 EQUIPMENT for goalpost and goals.
11. Elementary School Multi-purpose Field: Elementary School multi-purpose field is intended for informal outdoor activities and elementary level sports. It shall be constructed to appropriate grading and grassing standards. The multi-purpose field shall include the following:
- a. Approximately 2 acres adjacent to the gym if site configuration will allow.
  - b. Well drained grass turf without irrigation system. Ensure that building and site drainage and/or detention systems do not impact the play area.
12. High / Middle School Tennis Courts: For new facilities, provide a minimum of two (2) tennis courts at each middle school and a minimum of four (4) at each high school. Tennis courts shall have layouts in accordance with competition standards of the Georgia High School Association and the national Federation of State High School Associations.
- a. Contrasting light and dark green surface between court and remaining play area
  - b. Regulation size with orientation with baselines of courts perpendicular to north-south axis.
  - c. Fencing 10' high, 20' from baseline, 12' from sidelines
  - d. Windscreens except at bleachers
  - e. 110v duplex electrical outlet at each end of the bank of courts.
  - f. At high schools, provide one set of bleachers anchored to a concrete pad at west end of courts. See Division 13 SPECIAL CONSTRUCTION for Portable Bleachers.

## **DIVISION 3 CONCRETE**

### **03.01 Concrete Walkways**

Sidewalks and plazas shall be concrete.

### **03.02 Compactor / Dumpster Pads**

For new buildings and major renovations to kitchens, concrete pads shall be placed in the service area to accommodate one compactor for garbage and one dumpster for recycling. At new High Schools, these pads can be incorporated into the concrete area at the loading dock. Drains must be provided, and shall be designed in compliance with all applicable codes. Provide heavy duty reinforced concrete slab that extends a minimum of 40' in front of the dumpster pad to resist wear from garbage trucks turning their wheels to maneuver for dumpster pick up.

Dumpster and compactor areas shall be visually shielded, in a manner compatible with the architectural design of the building.

Dumpster and compactor areas shall be easily accessible by sidewalk so that custodial carts can be used to transport trash to the dumpster. The top of the dumpster shall be accessible, in a location adjacent to

a loading area or dock so that trash can be thrown into the top of the dumpster. Where the dumpster is not adjacent to a loading dock, a ramp to the back or sides of the dumpsters shall be provided.

### **03.300 Cast-in-Place Concrete**

At DCSD stadiums, any work done to refurbish stadium seating, rest rooms, parking access, concession area, etc. shall be ADA compliant. Consideration should be given to providing accessible viewing areas in multiple locations (“Home” and “Visitor”) of stadium seating.

Stadium Seating: Existing structure for stadium bench seating is concrete. For major stadium renovations, existing conditions shall be fully assessed and analyzed by a structural engineer with expertise in concrete prior to design of refurbishment of stadium.

### **03.350 Concrete Finishes**

Special attention should be given to proper curing and finishing of any slabs to receive flooring. Follow flooring manufacturer’s requirements regarding flatness and moisture parameters.

## **DIVISION 4 MASONRY**

### **04100 Mortar and Grout**

Only one mortar color should be used on the exterior masonry at each new school.

### **04210 Brick Masonry**

Brick veneer shall be used as the exterior building material of choice for all DCSD projects.

For new construction, changes in brick types, sizes, color, texture and orientation shall be kept to a minimum. Color(s) shall be recommended by the Design Professional and must be approved by DCSD Design and Construction.

For additions and alterations to existing brick exterior walls, care must be taken to properly blend old and new construction. In most cases, matching of existing brick is impossible. Include instructions to contractor to salvage old brick for patching that may be required. Designers are encouraged to use obviously contrasting materials where new construction joins existing. Make changes to veneer at inside corners wherever possible.

As a natural material, brick can have a considerable variegation of colors. When installing, alternate bricks from multiple packs to ensure proper color blending and avoid “pooling” of color.

### **04220 Concrete Unit Masonry**

Concrete unit masonry is preferred for the interior wall material for new construction. Bull-nosed block shall be used for all outside corners, above the first course. Split-faced block shall not be used unless specifically requested by the DCSD.

Concrete unit masonry partitions are required at the following locations, unless specifically approved by DCSD Design and Construction:

1. Corridors and other high traffic areas
2. Gymnasium, Auditorium, Stage, Cafeteria and Kitchen

3. Main Mechanical and Electrical Rooms
4. Hall restrooms and other high abuse areas
5. Locker Rooms
6. Mechanical and electrical closets

Concrete unit masonry partitions can be used for Vaults and the adjacent Office used for bookkeeping (Extend to roof or cap with concrete slab.) Rated gypsum board partitions may be used in lieu of CMU at Vault and adjacent office area.)

## **DIVISION 5 METALS**

### **05120 Structural Steel**

Structural steel framing systems shall generally be used for new school construction and additions, in lieu of load-bearing masonry construction.

### **05500 Metal Fabrications**

05500 2.3 Steel Ladders OR 05510 Aluminum Ladders

All areas of all roofs should be easily accessible to maintenance staff with permanently installed stairs and/or ladders, designed for interior access when practical. These access points must be protected from access by students. Exterior access must be caged / locked to prevent theft.

1. Prefinished aluminum preferred over painted steel.
2. Interior ladders provided for roof or mezzanine access shall be a ship's type ladder.
3. Vertical or exterior ladders from the ground are not acceptable for required access to the roof. Limit the use of vertical fixed ladders to small areas projecting above the main roof.
4. Ladders and stairs shall be equipped with appropriate guard and handrails.

05500 2.4 Steel Railings OR 05521 Aluminum Railings

1. For ease of maintenance, factory finishes on all metal handrails, posts, pickets, and guardrails are preferred over painted finishes. At a minimum, provide factory-finished handrails (clear aluminum is ideal).
2. Gates at guard rails between Interior track and bleachers in high school gyms shall be self-storing.

## **DIVISION 6 WOOD, PLASTICS, AND COMPOSITES**

### **6.01 Plastic Laminate**

1. General use counter tops shall be plastic laminate material. One-piece countertops with integral coved backsplash, bull nosed edges and minimal number of seams shall be specified. Color(s) to be selected by the Design Professional and approved by DeKalb County School District. Consider
2. Basis of design is Wilsonart.

**6.02 Casework:** Custom casework shall only be used where manufactured casework will not serve the intended use. Plastic laminate shall be used as appropriate. Do not specify wood or laminate casework or shelving in janitor's closets.

## **DIVISION 7 THERMAL & MOISTURE PROTECTION**

### **07110 Waterproofing and Damp-proofing**

1. Appropriate waterproofing, damp-proofing and vapor retarders shall be specified by the Design Professional.
2. Avoid parapet wall penetrations.

### **07210 Insulation and Fireproofing**

Appropriate insulation and fireproofing shall be specified by the Design Professional to provide a safe, energy efficient, comfortable building, and to meet building codes.

Enclose space under first level of all stairs to prevent misuse of space for storage or misconduct.

### **07520 Membrane Roofing**

Modified bitumen, "cool roof" roofing shall be used for low slope roofs. The use of parapets should be minimized. Insulation value shall be minimum R-19.

### **07612 Pre-formed Metal Roofing**

Metal roofing shall be used on high-slope roofs. Steel is preferred, aluminum is acceptable.

### **07620 Flashing**

1. Follow manufacturer's recommendations when specifying through wall flashing and installation accessories.
2. Use copper, stainless or rubberized asphaltic flashing with an adhesive backing for through wall flashings at sills, beams and lintels. Avoid PVC products unless they are specifically recommended by their manufacturers for through wall flashing applications.
3. Metal flashing products may be laminated with other materials such as asphalt or waterproof papers to reduce galvanic corrosion where necessary.
4. Specify manufactured mortar nets over the horizontal run of through wall flashing to catch mortar dropping and allow water to filtrate easily downward through the net material to the flashings and out the weeps.
5. Provide weeps immediately upon the horizontal leg of the through wall flashing at the exterior wall construction element at sills, beams and lintels.

### **07710 Manufactured Roof Specialties**

Internal roof drains should be avoided where possible. Concealed gutters will not be allowed. External gutters shall be used where possible. Use PVC or cast iron downspouts in areas subject to abuse. If exposed, protective boots shall be used to prevent downspout conductors from damage. Downspout transition fittings shall be seamless or welded fittings.

### **07720 Roof Hatch**

Appropriately located roof hatches shall be provided as needed for access to low slope roof areas.

**08.01 Doors**

1. Door Size Notes
  - a. Unless otherwise specified, new doors shall be 36" wide.
  - b. Pairs of 36" doors with removable mullions shall be provided at service entrances, throughout major circulation corridors and for access into large rooms such as the Cafeteria, Stage, Gym and Media Center in order to facilitate delivery of bulky objects.
  - c. Single 42" doors shall be provided at Kitchens from the delivery corridor, for access to Bulk Storage Room, Serving Area and Cafeteria. Single 42" doors shall be provided for access into Music Practice and Storage Rooms to facilitate movement of large instruments. Single 42" doors shall be provided for access to all areas with laundry equipment. Consider the use of single 42" doors to provide access into Special Education Suite (Classrooms and Adaptive Toilet), facilitating movement of wheelchairs.
  - d. Overhead roll-up doors shall be provided as appropriate for access to Shops, Stage Scenery Areas, Mechanical Rooms and Storage Rooms to facilitate movement of bulky objects. Lock must be accessible from both sides.
  - e. Unless otherwise specified, door height at new construction shall be 80" minimum. Door height at renovations shall match existing. Height of doors and frames shall be selected for best value and efficiency.
  - f. Removable mullions shall be non-keyed type. Vertical rods shall not be used.
2. Door Stiles and Rails: All aluminum, hollow metal and wood doors shall be constructed with 6" stiles, 8" top rails and 10" bottom rails. Doors pairs with exit devices shall have center non-keyed, removable mullions.
3. Door Materials
  - a. Wood doors shall be specified for general interior use. No plastic shall be used.
  - b. Metal doors shall be used on the exterior and interior of the building where appropriate for greater security.
  - c. Provide heavy duty door and hardware at Vaults and Record Rooms.
4. Door Lights
  - a. Provide factory installed small vertical door lights at typical doors to classrooms and other frequently used doors. Larger door lights and hollow metal sidelights should be used at the following:
    - i. Administration
    - ii. Counseling
    - iii. Media Center
    - iv. Gymnasium
    - v. Cafeteria
    - vi. Teacher Work Room
  - b. Provide an observation light at the Kitchen delivery door constructed of security glass designed to resist break-ins.

**08.410 Aluminum Curtain wall and Storefront Systems**

- a. Aluminum storefront systems shall be used at primary entrances to the building. Hollow metal frames shall be used for entrance doors.

- b. In lieu of painted hollow metal frames, consider prefinished aluminum storefront systems for interior window walls.
- 5. Rollup Grilles and Shutters
  - a. If used between Serving Lines and Cafeteria:
    - i. Provide electrically operated roll-up grilles in lieu of solid roll-up doors to allow for air circulation.
    - ii. Locate key operated control on Serving Line side.
    - iii. Do NOT provide supplemental latches or dead-bolts. Grilles shall be secured by the weight of the grille.
  - b. Consider use of security grilles across corridors to separate building into zones, limiting access to certain parts of the building after hours. If used:
    - i. Provide electrically operated roll-up grilles at corridor separation zones. These shall be in addition to emergency smoke doors that may be required by code.
    - ii. Locate key operated control on both sides. Provide security latch operated by key, accessible from both sides.
  - c. Where required by Educational Specifications, provide manual operated solid roll-up shutters with security latch operated by turn knob on room side.
- 6. Hardware
  - a. Appropriate finish hardware shall be specified by the Design Professional for review and approval by DeKalb County School District. Provide lever handles throughout in accordance with ADA.
  - b. See APPENDIX to Design Guidelines – Door Hardware.
- 7. Windows
  - a. Architects are encouraged to incorporate windows for natural lighting into as many building spaces as practical. Architect shall provide a cost-benefit analysis of cost savings provided by proposed window lighting compared to their impact on HVAC installation and operating cost.
  - b. All exterior window frames shall be aluminum. Steel window frames are not acceptable at exterior walls. Current DCSD standards do not allow for operable windows.
  - c. Minimum Requirements:
    - i. Elementary: Windows are required at all general instruction classrooms.
    - ii. Middle: Windows are desired at all general instruction classrooms when feasible.
    - iii. High: Windows are required at all general instruction classrooms adjoining exterior walls.
    - iv. Interior window frames shall be aluminum storefront or hollow metal and shall be provided at offices where supervision of adjacent areas is required. Do not provide interior windows at Locker Rooms.
    - v. Provide interior window(s) in the Kitchen Manager’s Office to allow observation of workers in the Kitchen and vendors during deliveries.
- 8. Glazing: General exterior glazing shall be insulated, double thickness. Provide tempered / laminated glass as required by code. Avoid use of wire glass. Use tinted glass for sun control in lieu of blinds at large and inaccessible windows at Clerestories, Lobbies, Corridors, Media Centers, Cafeterias, Gymnasiums and similar spaces.

## **DIVISION 9 FINISHES**

### **09.250 Gypsum Board Systems**

Gypsum Board wall systems are acceptable for interior partitions at light duty spaces such as admin areas, and may be considered for partitions between classrooms and labs. Use of concrete masonry unit walls is preferred whenever possible.

1. Exposed layers at walls shall be abuse resistant type. Use fire code type material as required by code.
2. Bull nose corner beads shall be used at typical outside corners. Corner guards, in lieu of bull nose corners, may be used at the Administrative and Guidance areas.
3. Do not use gypsum board wall systems in any wet or damp locations.
4. At firewalls, rated gypsum board may be used above concrete unit masonry walls starting at 10'-0" above finish floor where the wall will not be susceptible to vandalism or abuse.
5. Fiberglass reinforced (FRP) panels are unacceptable for use in DCSD projects without express consent from Design and Construction.

### **09.850 Acoustical Systems**

1. Sound batts shall be used to reduce the sound transmission of the wall system as needed. Acoustical separation shall meet requirements of

### **Resilient Tile Flooring**

Typical floor finish, except where specialized finishes are called for, shall be Vinyl Composition Tile (VCT). Size of VCT shall be 12" x 12" x minimum 1/8". Basis of design is Excelon, Imperial Series by Armstrong. Color and patterns shall be specified by the Design Professional and approved by DeKalb County School District. Colors shall be manufacturer's standard colors, chosen with ease of maintenance in mind. Solid color floor tile shall be used for accent areas only. Consider use of flexible terrazzo tile similar to "Fritztile" in corridors, lobbies, and high traffic areas. To add aesthetic interest to the building, the Design Professional is encouraged to use patterns and color, especially in corridors and lobbies.

Coordinate the sequence for cleaning and waxing VCT floors with DCSD Coordinator of Environmental Services and Coordinator of Warehouse. Schedule cleaning and waxing of VCT floors at Corridors, Cafeteria and other designated areas after furniture is delivered. Base shall be 4" black or very dark color rubber cove base. Provide matching-color transition strips adjacent to other floor materials.

### **Carpet**

At locations where the Educational Specifications call for carpet, tiles are preferred over roll goods, particularly in high traffic areas. Specify electrostatic backing to eliminate curling of carpet tiles at the edges.

Standard of quality, construction and appearance for carpet tiles is based on "Diffuse" and "Disperse" by Shaw Industries.

Standard of quality, construction and appearance for broadloom carpet is based "Expose" or "Blog" by Shaw Industries.

Standard of quality, construction and appearance for walk-off mat is based on Crayon 01957 Vinyl Cushion Tufted Textile (VCTT) by Tandus Flooring.

### **Wood Athletic Flooring**

High School and Middle School Gym flooring shall be solid maple wood strip athletic flooring system.

Minimum thickness shall be 7/8", No.2 or better grade maple.

The flooring system shall be specifically made for athletic flooring applications.

Flooring shall include multi-purpose court markings and custom designed school logo approved by DCSD.

Provide recessed supports for three volleyball nets at all middle and high school gyms.

Provide event floor covering at wood floors which are also used for auditorium and other assembly functions.

Flooring for new auditorium stages, dance rooms, and drama rooms shall be wooden sprung floors.

### **Synthetic Athletic Flooring**

Synthetic athletic flooring shall be installed in all new Elementary School Gyms. Product shall be equal to Mondosport I by Mondo USA or SportGrain Plus by Connor Sports Flooring.

### **Indoor Track Athletic Flooring**

Indoor track flooring shall be polyurethane flooring over Rubberized Base with continuous striping for three lanes.

Basis of design: Robbins Sports Surfaces - Pulastic - 2000

### **Weight Room Athletic Flooring**

Weight Room Athletic Flooring shall be recycled rubber material formed into tiles, 24" x 24" x min. 3/8" with interlocking tabs, free-laid without adhesive.

Basis of design: Mondo Highjolt

### **Quarry Tile**

Dark Red Quarry Tile with deep charcoal gray grout shall be used at Kitchen, Walk-in Cooler & Freezer, Dry Storage, Serving Courts, Custodial wet areas. Grout joints shall not be sealed in kitchen floors.

### **Ceramic Tile**

At rest rooms, unglazed Ceramic tile is acceptable for use as flooring. Glazed ceramic tile, minimum 5/8" high on all restroom walls, is preferred for use as wainscot material. To add aesthetic interest, consider accent patterns or strips. Color shall be selected by Design Professional and approved by DeKalb County School District. Colors of tile and grout shall be selected with ease of maintenance and long term appearance in mind. Grout must be sealed.

### **Terrazzo**

For new construction, terrazzo may be considered for high traffic areas such as corridors and lobbies. Consideration must be given to slip prevention at all entrances.

### **Sealed Concrete**

Sealed Concrete flooring is acceptable at service areas such as storage, mechanical and electrical rooms. Decorative stained concrete shall not be used in occupied areas.

### **Suspended Ceilings**

Unless noted otherwise, 2' x 2' ceiling grids with 2' x 2' x 5/8" suspended acoustical ceiling tiles shall be used for all general use areas of the building. Standard ceiling tile shall be square edge, non-directional, fissured design, 5/8".

Basis of design: Cortega 770 by Armstrong.

Basis of design for ceiling tile in wet areas shall be Ceramaguard 607 by Armstrong.

Cafeteria – hard, washable tile needs to be installed around high HVAC vents in cafeterias, similar material to that used in the kitchen

Suspension System throughout shall be 15/16” exposed tee aluminum system. Basis of design: Prelude XL by Armstrong.

Ceiling system furnished shall include all industry-standard accessories required for installation.

Exposed structure and ductwork may be considered in art labs, stages, and drama rooms.

When determining ceiling heights, consider maintenance of lighting and finishes. Maximum height must be within reach of ladders or lifts readily available to DCSD maintenance staff.

### **Non-accessible Ceilings**

Use “hard” – painted gypsum board - ceilings in student restrooms and locker rooms. Ceiling access panels need to be installed to access valves, smoke detectors, etc. Minimum size shall be 24” x 24” if personnel access is required (i.e. more than hand access to reach a valve).

### **Sound Attenuation Blanket**

Sound attenuation blankets may be used above suspended ceilings in order to obtain acceptable sound transmission levels. See Acoustical Standards in Division 1 of these Design Guidelines.

### **Exterior Painting**

Exterior painting shall be in accordance with the manufacturer’s recommendations for the paint used and the material being painted. Color shall be selected by Design Professional and approved by DeKalb County School District. In general, materials with factory applied paint, coatings, or integral color should be specified in order to reduce maintenance costs.

Basis of Design: Duron “Weather Shield” one coat, flat White paint for exterior painting.

### **Interior Painting**

Interior painting shall be in accordance with the manufacturer’s recommendations for the paint used and the material being painted. Semi-gloss shall be used unless otherwise approved. Color shall be selected by Design Professional and approved by DeKalb County School District. In general, materials with factory applied paint, coatings, or integral color should be specified in order to reduce maintenance costs.

Basis of Design: Pittsburgh Pure Performance Interior walls – color: Antique (Porter Paints) Zero VOC – semi gloss. Interior metal doors and frames - Advantage Hi Gloss Exterior (Porter Advantage 900 High Gloss) Low VOC.

## **DIVISION 10 SPECIALTIES**

### **10100 Visual Display Boards**

Display of student work is integral to 21st Century School Design. Flexible systems for hanging art and academic work should be integrated into classrooms, entrance, and corridors. Visual Display boards and related accessories shall be included in the Construction Contract. See Educational Specifications for location, quantity and size.

1. Marker boards shall be factory laminated 3-ply construction with porcelain enameled low-gloss face sheet, 3/8” particle board core and aluminum sheet backing, with factory-applied

aluminum trim. Basis of Design: Claridge Products and Equipment, Inc.; Series 1 LCS marker board.

- A. Provide aluminum frame with chalk tray and 1" map rail with accessory clips for flags and maps.
  - B. Provide appropriate special screened graphics at math and music rooms.
  - C. Provide manual sliding marker boards at science labs.
2. Tack boards shall be 1/4" thick, plastic-impregnated cork sheet, natural cork color, factory laminated to 3/4" thick particle board backing, with factory applied aluminum trim. Basis of Design: Claridge Products and Equipment, Inc.; Series 1 Cork Bulletin Board.

### **10165 Toilet Partitions**

Consideration of privacy and sightlines is important to rest room design. Toilets and urinals shall not be visible from the corridor through an open doorway. This includes reflection of toilets and urinals in mirrors. Toilet partitions and urinal screens shall be provided at multi-person restrooms in all new and renovated restrooms at all grade levels.

1. Partitions and screens shall be solid plastic, high density polyethylene. Basis of Design: Scranton products. Partition color to be selected from manufacturer's standard colors.
2. Continuous hinges shall be used at all stall doors.
3. Stall doors shall utilize a gap-free interlocking door-stile configuration so that there are no sight lines into the toilet stall.
4. Partitions shall be floor mounted and overhead braced. Avoid cross braces which children could climb on or swing from.
5. Hardware shall be heavy duty extruded aluminum or stainless steel.
6. Wall brackets for partitions and screens shall be extruded aluminum, continuous "double T" type.
7. Floor mounted and overhead braced screens shall be provided between urinals.
8. Masonry partitions shall not be used.

### **10350 Flagpole**

For new schools, provide 30' high, ground set aluminum tapered flagpole, with an external halyard, in a prominent location at the front of the building.

### **10400 Identifying Devices**

Appropriate way finding and room identification signage shall be provided, including Braille information in accordance with the ADA. All graphics should comply with the DeKalb. Consideration should be given to providing graphics to ease navigation around the building. Engaging colors, wall graphics, floor patterns are encouraged.

1. Provide easy to read directional signage at Lobbies, Corridors, Stairways, Elevators and other special components to aid students, staff, and visitors in navigating the building.
2. Typical Classrooms, Labs and Multi-purpose rooms shall be identified by room number only, for future flexibility in use. Room numbering must comply with those listed in the Georgia DOE's records.
3. Permanent special purpose rooms and suites (Administration, Counseling, Media Center, Gymnasiums, Cafeteria, Staff Dining, Kitchen, Restrooms, Electrical, Mechanical, Custodial, IDF, etc.) should be identified by name and number, but not individual rooms within suites that may be subject to re-assignment.
4. Cafeteria Serving Lines shall be identified with easy to read graphics as well as functional room number for identification. Submit graphics to Executive Director of School Nutrition for review and approval.

### **10500 Metal Lockers**

#### **1. Corridor Lockers**

For new buildings and major additions at middle and high schools, provide metal double tier lockers in the corridors for student use. Basis of design: List Industries, Inc.

1. Provide number of lockers equal to 110% of the "Design" FTE plus corridor space to increase the number of lockers to the "core" capacity.
2. Each locker shall be approximately 12" wide x 12" deep x 36" high x double tier (72" total unit height)
3. Lockers shall be equipped with Multi-point automatically locking spring bolt and built-in key-controlled, three-number dialing combination lock with changes made automatic with a control key. Provide A.D.A. compliant keys locks on 1% of all lockers ordered. Provide master locks.
4. Utilize welded construction with 16 gauge bodies, 14 gauge doors with stiffeners and 18 gauge backs.
5. Door shall have piano hinges, fastened with screws, not welded.
6. Doors and frame (body) of lockers shall be painted one color.
7. Locker colors may alternate or be different in different parts of the building.
8. Specify manufacturers standard paint colors unless use of custom colors is requested and specifically approved by DCSD.
9. Utilize a painted metal "Z" base in lieu of raised concrete (or other material), eliminating the need for resilient base finish.
10. Extend VCT floor finish below lockers to allow for their future removal.
11. Enclose the ends of a bank of lockers with masonry wing walls; enclose tops with gypsum board walls.
12. Provide attic stock of additional doors of each color specified for future replacement.

#### **2. Theater Dressing Room Lockers**

New theater dressing rooms in high school auditorium areas. Each locker shall be approximately 12" wide x 12" deep x 36" high x double tier (72" total unit height) similar to Student Corridor Lockers.

### 3. Staff Lockers

1. Custodial Staff Lockers  
Each locker shall be approximately 12" wide x 15" deep x 72" high single tier. Locker Construction shall be similar to Student Corridor Lockers.
2. Kitchen Staff Lockers  
Each locker shall be approximately 12" wide x 12" deep x 36" high x double tier (72" total unit height) similar to Student Corridor Lockers.

### 4. Athletic Lockers

- a. Sides and intermediate partitions shall be expanded metal for ventilation.
- b. Lockers shall be equipped with Multi-point automatically locking spring bolt and pad-lock lug.
- c. Provide three-number dialing combination pad-locks with a master key for 110% of lockers in five tier units.
- d. Utilize welded construction with 16 (13) gauge bodies, 14 (16) gauge doors with stiffeners and 18 gauge backs.
- e. Doors shall have piano hinges, fastened with screws, not welded.
- f. Doors and frame (body) of lockers shall be painted one color selected from manufacturers standard paint colors.
- g. Provide additional doors as attic stock for future replacement.
- h. Provide appropriate number of laminated maple locker room benches. At least one bench shall have an attached back support OR be located against a wall, per ADA requirements.
- i. Physical Education Lockers  
Provide six-tier and double-tier lockers for new and renovated middle and high schools PE Locker Rooms in the quantities indicated in the DCSD Educational Specifications.
  1. Lockers in six-tier units shall each be approximately 12" wide x 12" deep x 12" high (72" total unit height).
  2. Lockers in double tier units shall each be 12" wide x 12" deep x 36" high (72" total unit height).
- j. Team Lockers  
Provide single-tier lockers at each of the Boys and Girls Team Locker Rooms at new or renovated high schools. Coordinate quantity with Principal and Athletic Staff at each school. Lockers shall be 15" wide x 18" deep x 72" high.
- k. Football Lockers  
Provide athletic style metal lockers at Football Team Room. Lockers shall be 18" wide x 22" deep x 72" high open front with combination seat and foot locker and 12" Security box.
- l. PE Staff Lockers  
Locker Construction shall be similar to Student Corridor Lockers with built-in combination locks. Provide master locks. Provide the following size lockers:
  1. Middle School PE Staff: single tier lockers 12" wide x 15" deep x 72" high at each Male and Female PE Staff Area.

2. High School PE Staff: single tier lockers 15" wide x 21" deep x 72" high at each Male and Female PE Staff Area

### **10522 Fire Extinguishers**

Provide fire extinguishers in sizes and locations as required by code. Provide recessed extinguisher cabinets with door alarms in all locations that are accessible to students.

FOR FURTHER REVIEW: DCSD Safety Specialist

### **10530 Prefabricated Canopies**

Appropriate aluminum canopies shall be provided at bus and auto drop-off areas, as well as cafeteria loading areas as needed. Ideally, pedestrian canopies should provide continuous protection from the weather, from the building exit to curb, extending over vehicles so that students can load in safely. Buses and delivery vehicles provide special challenges to design – the canopies need to provide maximum coverage while maintaining clearance for vehicles. Height requirements, "tail swing" clearances, and maneuvering space for bus and truck traffic shall be carefully considered.

1. Drainage needs to be controlled and piped as necessary to prevent flow across sidewalks.
2. Include lighting under canopies to provide adequate illumination for evening activities and security.

FOR FURTHER REVIEW: DCSD Executive Director of Transportation.

### **10675 Metal Storage Shelving**

Provide adjustable industrial heavy duty metal shelving in all Storage and Custodial Rooms in the quantities indicated in the DCSD Educational Specifications. Wood or laminate shelving shall not be used. Typical shelving units shall be 36" wide x 85" high x depth appropriate for the intended use (12", 18" or 24"). Shelves for book storage shall be 12" deep. Provide 7 shelves per unit (including base and top) to allow approximately 12" clear vertically per shelf.

### **10800 Toilet Accessories**

1. Provide surface mounted, heavy duty stainless steel commercial quality restroom and bath accessories.
2. Coordinate toilet paper, paper towel, and soap dispenser requirements with DCSD Environmental Services.
3. Safety glass mirrors: provide one long mirror per restroom, and one lavatory mirror per lavatory.
4. Electric hand dryers can only be used in administrators and teacher's restrooms – not student restrooms. Architect shall specify type of Hand Dryers subject to review and approved by DCSD Facility Services before issuing Project Manual.
5. The following accessories will be Owner-Furnished, Contractor-Installed:
  - 1) Soap Dispenser: Gojo Model FMX-12. Locate soap dispensers adjacent to lavatories.

## **DIVISION 11 EQUIPMENT**

### 11110 Commercial Equipment

Provide a heavy duty commercial grade appliance suited to this application where the project scope includes a washer/dryer for athletic uniforms.

### 11310 Residential Appliances

### 11410 Food Storage Equipment

### 11512 Library Stack Systems

### 11531 Laboratory Fume Hood

### 11662 Gymnasium Equipment

### 11665 Gymnasium Dividers

### **11400 Food Service Equipment**

Efficient, safe, and sanitary kitchens are of paramount importance to the District's students and staff. Designers are encouraged to consult early and often with representatives of the School Nutrition Department.

1. Kitchen Equipment shall be incorporated into the Scope of Work for all new school projects.
2. The Design Professional shall be responsible for employing a qualified professional Kitchen Designer to develop appropriate Kitchen Design and Construction Documents.
3. Drawings, Specifications, and equipment descriptions shall be submitted to DeKalb County School Nutrition Department and DCSD Plant Services for review and approval.
4. All new kitchens shall have all natural gas equipment. Gas-powered appliances shall have electronic ignition only. Standing pilots are not acceptable.
5. Walk-in freezer and cooler units shall have digital temperature controls and electronically commutated motors (ECM). Outside units shall have scroll compressor with ECM condenser fan motor.
6. See Appendix XXX for list of Basis of Design manufacturers and models. This list is subject to change: please verify equipment with School Nutrition Department for each project.

### **11470 Darkroom Equipment**

1. Light blocking, revolving door for primary pedestrian access is preferred, in addition to a secondary pedestrian door with light-tight gasketing to allow service and ADA access to the area.
2. Ventilation equipment needs to be designed to handle vapor emissions of the darkroom chemicals.

3. Enlarger stations shall be provided, with at least one designed for ADA accessibility. Specifications shall be submitted to DCSD Visual Art Coordinator and Facility Services for review and approval.

### **11511 Book Theft Protection Equipment**

At corridor exit(s) from the Media Center, provide a complete book theft detection system with alarm, Radio Frequency Identification (RFID) tags, and RFID detuners/deactivators, to assist in preventing unauthorized removal of a library's materials. Basis of Design: Strata EX system by Checkpoint, distributed by 3M.

1. Must meet ADA requirements (36" corridor width), with flexible mounting options (direct mount or base plate)
2. Include integrated audio and visual alarms to alert staff when an item containing a secured tag is detected.
3. Include integrated digital display to monitor alarm counts, ingoing and outgoing patron traffic, and diagnostics.
4. Provide option of real-time access to statistics and aggregated customized reports.
5. Include configurable alarm settings based on direction of travel (in/out).
6. Include capacity to provide self-checkout stations, security gates, and automated check-in.
7. Include "3M Digital Library Assistant", a handheld device that reads RFID tags on books and other materials. RFID readers to be located at the circulation desk and self-service kiosk.
8. Include pop-up alarm notification.

### **11515 Kilns**

Provide kiln in dedicated room with proper fire separation and ventilation system, per all applicable codes.

### **11521 Projection Screens**

1. Basis of design shall be Da-Lite Screen Co. Inc.'s "Cosmopolitan Electrol".
2. Provide motorized screens at new auditorium and cafetorium stages.
  - a. Provide additional drop header to set bottom of screen 2'-0" above stage floor.
  - b. Screen shall be mounted immediately in front of the stage curtain.
  - c. Screen shall be designed for rear projection system.
3. Provide motorized screen at new and renovated Media Centers.
  - a. Screens shall be recessed in the ceiling suspended from structure above only if ceiling is low enough and daylighting is controlled enough for optimal viewing. Mount on wall or provide portable screen if visibility is compromised by ceiling mount.

### **11610 Theater and Stage Equipment**

For new high school construction, the Design Professional is encouraged to employ the services of a qualified professional Stage Equipment Designer to develop appropriate Design and Construction Documents for Auditorium, Drama Labs and other performance studios.

Provide lighting, sound systems, curtains, stage monitors, projectors and other equipment appropriate for the specific program.

Provide a Catwalk at High School Auditoriums for access to front overhead stage lighting above audience seating. Drop lighting access is unacceptable.

Drawings and Specifications shall be submitted to DeKalb County School District Drama Coordinator and Facilities Services for review and approval.

See Division 16 ELECTRICAL - Theatrical Lighting Systems

See DIVISION 15 for further details.

### **11660 Athletic Equipment**

The Design Professional shall be responsible for developing appropriate Design and Construction Documents for Middle and High School Athletic Equipment subject to review and approval by DCSD Coordinator of Health and PE and by the Supervisor of Interscholastic Athletic Programs.

Provide a heavy duty commercial grade appliance suited to this application where the project scope includes a washer/dryer for athletic uniforms.

Exterior Equipment:

Basis of design, Gill Athletics

1. Football Goalpost: # F305, 8' off-set, 23'-4" between 20' uprights.
2. Track and Field Equipment at High School Stadiums:
  - a. Long Jump / Triple Jump, # 441TS Take-Off Board System
  - b. Pole Vault Box: #500, # 503 Lid (steel)
  - c. Shot Put Circle Toe Board: #360
  - d. Discus Circle: #367
3. Soccer Goal: # 477100, Portable Aluminum Soccer Goal with tie downs and wheels for portability.
4. Basketball:
  - a. Goals: Heavy-duty, fixed type with nylon net.
  - b. Backboard: Heavy-duty rectangular steel.
  - c. Minimum 4-1/2" diameter steel pipe with 5'-0" gooseneck extension.

### **11662 Gymnasium Equipment**

Basketball Equipment

1. Goal Type: Electrically operated retractable, overhead supported single center post with sway bracing, forward folding type for main court and cross courts.
2. Superstructure: Manufacturer's standard design for attachment to building structure with precision die-formed fittings.
3. Hoist operations: Manufacturer's one HP (minimum) electric winch; self-locking worm-gear type, capable of holding backstop at any position when raising or lowering. Control by wall mounted key switch.

4. Safety Lock: Manufacturer's safety lock, inertia sensitive lock type, capable of locking backstop in any position at any time in storage or during raising or lowering cycle due to sudden surge in speed – typical for all backstops.
5. Finish on exposed metal components: Manufacturer's powder coat finish. Color selected by Architect from Manufacturer's standard colors and approved by DCSD Design and Construction Department.
6. Backboards: Rectangular design, ½" thickness tempered glass panel in gasketed extruded aluminum frame with bolt-on padding along bottom edge and up sides 10' minimum; fired vitreous enamel markings conforming to official requirements. 42" high by 72" wide.
7. Basketball Goals: steel rod rim welded to mounting bracket with enamel finish and nylon netting. Provide breakaway type goals for main court backstops. All goals shall be designed to absorb shock loads due to slam dunking or hanging on the rim.

#### Wrestling Equipment

Provide wrestling mats with storage system.

#### Volleyball and Badminton Equipment

1. Nets with removable support posts shall be provided.
2. Gym Floor sleeves for Volleyball and Badminton post:
  - a. Sleeve diameter: 3-1/2" inside diameter.
  - b. Cover plate: Chrome plated cover assembly with swivel type hinge and removable key.
  - c. Installation: Cast into concrete footing and floor slab for flush mounting with wood floor system.

#### Gymnasium wall and column protection

1. Bonded foam filled over OSB backing board with fire retardant liner and vinyl coated nylon cover.
2. Panel thickness: Minimum 2 inches.
3. Wall panel size: 2'-0" wide by 6'-0" high.
4. Column pad size: Custom fabricated to fit around columns; height to match wall panels. For elementary school gymnasiums, provide continuous protection at full circumference of room.
5. Color: As selected by the Architect from Manufacturer's standard colors and approved by DCSD Facilities Services Department.

#### **11664 Scoreboards**

Provide complete Scoreboard systems (Basis of design: Electro-Mech Scoreboard Company) at the following locations:

1. High School Main Gym: Provide 2, Model #2770
2. Middle School Gym: Provide 2, Model #2330
3. High School Stadium: Provide 1, Model #3585
4. High School Baseball: Provide 1, Model #1580
5. High School Softball: Provide 1, Model #1580

#### **11681 Playground Equipment**

Basis of Design: Kid Builders System by Little Tikes Commercial, Play Power Farmington, Inc.,

1. All new play structures shall provide accessibility to users with differing physical abilities. Where possible, this shall include ramps to provide wheelchair access to some upper platforms. Play Equipment installer shall be approved by the equipment manufacturer.

2. Play equipment will be provided in two separate structures – “pods”, to provide a variety of experiences and to allow different classes to play.
  - a. Play “Pod”: This unit focuses on imaginative active play and student interaction.
  - b. Athletic “Pod”: This unit focuses on developing upper-body strength and personal fitness.
3. Adequate numbers of play events shall be provided to support the number of students per school.
4. Playground surfacing shall be rubber mulch, with modular plastic curbs. Consider rubberized unitary surfacing should budget allow.

### **11810 Facility Maintenance Equipment**

1. A separate space for floor equipment recharging station/garage shall be provided to keep self-propelled and other custodial equipment from obstructing mechanical rooms. The designated area shall be equipped with electrical service sized to meet the demands of the recharging equipment. Any appropriate fire separation and ventilation shall be provided.
2. Commercial duty, residential sized washer and dryer are needed in each building to wash custodial mop heads, dust mops and cleaning cloths.

### **Concession Equipment**

1. Concession facilities shall be provided at the following locations as identified in the Educational Specifications:
  - a. Middle School Gym
  - b. High School Main Gym
  - c. High School Auditorium
  - d. High School Stadium
  - e. High School Baseball / Softball area
2. Concessions facilities shall include the following utilities and equipment.
  - a. Lockable Serving Room with adjacent Lockable Bulk Storage Room.
  - b. Standard overhead florescent lighting.
  - c. Ventilation fan with thermostatic control.
  - d. Heat at exterior locations to protect pipes from freezing.
  - e. Counter with serving window.
  - f. Lockable base and wall storage cabinets.
  - g. Double sink with hot and cold running water.
  - h. Ice machine with 75 pound capacity furnished and installed as part of the construction contract. Drain pipe shall not be located in pathway.
  - i. Floor drain, located near ice machine.
  - j. 200 amp electrical service to support 110V/220V outlets for appliances furnished by others. Appliances shall be limited to refrigerator, microwave oven, drink cooler, hot dog machine, hot dog warmer, popcorn machine and other light duty appliances. Heavy duty appliances such as cooking ranges and fryers which require hoods and fire protection equipment are specifically prohibited.

## **DIVISION 12 FURNISHINGS**

## 12.01 Sun Control

1. Provide blinds at typical classroom and lab exterior windows. Interior blinds shall be 1" aluminum horizontal slats. Basis of design shall be Levolor Riviera.
2. Interior windows, provided as described in the Educational Specifications for supervision purposes, shall not have blinds except where specifically approved by DCSD.
3. Cordless blinds shall be provided in pre-K, kindergarten, and special education classrooms.
4. Sun control at large windows and clerestories must be addressed. At high and inaccessible windows at Clearstories, Lobbies, Corridors, Media Centers, Cafeterias, Gymnasiums and similar spaces. In media centers and cafeterias, sun light must be modulated to prevent glare, and to darken the rooms for video/projection presentations. Tinted glass may be used for sun control in lieu of blinds

## 12.02 Manufactured Casework

1. Manufactured Casework includes but is not limited to:
  - a. Classroom and office vertical storage cabinets, base cabinets with counter tops and wall cabinets.
  - b. Miscellaneous specialty cabinets and shelving, such as storage for props in stage and drama areas.
2. Construction:
  - a. Cabinet bodies shall be standard high pressure plastic laminate finish over industrial grade particle board.
  - b. Cabinet backs shall be minimum ¼" commercial standard CS-251 tempered hardboard or minimum 3/8" high performance 47 lb. density particle board.
  - c. Cabinet sub-base shall be of a separate and continuous ladder-type platform design, leveled and floor mounted prior to cabinet body placement. Material shall be exterior grade plywood. No cabinet sides to floor will be allowed. Base front shall be finished with 4" high black extruded rubber cove base with pre-molded corners to match room base.
  - d. Countertops shall be 1" deeper than base cabinet and 1-1/2" thick with high pressure plastic laminate finish.
  - e. Countertops for computers shall be 30" deep and be equipped w/ grommets and wire management below.
  - f. Countertops without sinks shall have particle board core and water resistive adhesive.
  - g. Countertop with sinks shall be constructed with calibrated plywood and non-soluble glue to thickness indicated.
  - h. Counter backsplash shall match countertop construction.
  - i. Drawer fronts and hinged doors shall be overlay style with higher pressure laminate exterior and interior liner and matching 3mm PVC edging.
  - j. Shelving behind doors shall be high pressure plastic laminate on particle board core with matching 3mm PVC edging. Shelves behind doors up to 27" wide shall be ¾" thick and 1" thick if over 27" wide up to 36" wide. Open shelving shall be 1" thick. No shelving shall exceed 36" unsupported width.

- k. Shelving shall be adjustable and supported by side panels with concealed fasteners capable of supporting the specified content.
3. Hardware:
    - a. Hinges shall be adjustable 5-knuckle, institutional grade, and 2-3/4" overlay type with hospital tip. Anchor hinges with engineered screws (no wood screws)
    - b. Hinges shall be stainless steel with satin finish
    - c. Pulls for drawers and swing doors shall be ADA compliant one piece semi-recessed molded contour finger pulls
    - d. Catches shall be nylon roller or friction type.
    - e. Drawer slides shall be heavy duty, side mounted type, equipped with heavy duty ball bearing nylon wheels and automatic positive stops.
    - f. Locks shall be half mortise design with only round cylinder exposed, five tumbler cylinder, keyed separately with master key: satin finish.
    - g. Shelf clips shall be heavy duty design to hold shelf in place.
  4. Accessories: Provide accessories appropriate to the cabinet's function.
  5. Warranty: Provide manufacturer's standard 5-year warranty against defects in material and workmanship.
  6. Basis of Design Product: LSI Casework, Line L44.

### **12.03 Science Casework and Laboratory Equipment**

1. Basis of design shall be Kewaunee Scientific Corporation, Signature Series.
2. Provide modular laboratory casework, including tops, ledges, filler panels, knee space panels, supporting structures and miscellaneous items of equipment as specified or scheduled.  
Casework shall minimally include:
  - a. Demonstration tables
  - b. Student tables
  - c. Storage cabinets
3. Science Casework and related furniture shall be of oak construction. Base cabinets and case units shall be lipped style construction having drawer heads and hinged doors with radius edges, overlapping cabinet and case openings on all edges. Face frame construction cabinets or cases are not acceptable.
4. Cabinets shall be constructed with flush interiors having no offsets, to maximize drawer and cupboard space and for ease of maintenance.
5. Cabinets shall be assembled using blind mortised and tenoned (or rabbeted) joints, glued and screwed together in accordance with best cabinet maker methods. Pinned or doweled construction is not acceptable. All exposed joints shall be closely fitted and tight, showing no open joints.
6. All exposed corners shall be rounded.
7. Counter and table tops shall be 1" thick, chemical resistant, solid monolithic molded modified epoxy resins with surface coating; black color.
8. Hardware shall be stainless steel with satin finish.
9. Provide manufacturer's standard 5-year warranty against defects in material and workmanship.
10. Equipment shall typically include:
  - a. Peg boards
  - b. Lockable storage for hazardous materials

- c. Safety eyewash stations. Station must have floor drain.
- d. Fume hoods, equipped with worktop, base cabinet and specified accessories.
- e. Utility service outlet accessory fittings, electrical receptacles and switches shall be listed in the Specifications, equipment schedules or shown on Drawings as mounted on the laboratory furniture.
- f. Laboratory sinks, cup sinks or drains troughs, overflows, and sink outlets with integral tailpieces.

#### **12.04 Darkroom Casework**

Provide darkroom enlarger stations with drawer dividers to provide light safe drawers. Darkroom enlarger station countertops and table tops shall be 1" thick, chemical resistant, solid monolithic molded modified epoxy resins with surface coating; black color.

#### **12.05 Music Casework**

Casework shall be designed for appropriate storage of music instruments, stands, sheet music and teaching aids. Casework shall be constructed of industrial grade particle board with plastic laminate finish selected from manufacturer's standard finishes. Musical instrument storage cabinets and racks shall be specifically designed and engineered for the storage and protection of the instruments stored, shall meet specified minimum performance standards, shall be chip and abrasion resistant under normal usage, and shall protect instruments from damage under normal school use. Each individual compartment shall have a welded steel grill door with non-binding, 180 degree, five knuckle safety tip hinges and a one-piece finger pull / padlock hasp with integral door stop feature and no moving parts. Hardware finish shall be white epoxy powder coat. Provide manufacturer's standard 5-year warranty against defects in material and workmanship.

Basis of Design Product: LSI Corporation of America, Inc. 8200 Series or Musical Instrument Storage System by TMI Systems Design Corporation.

#### **12.06 Library Shelving and Casework**

Layout shall be presented to the Director of Media Services with a detailed analysis of sight lines for security control. Obtain written approval before coordinating related electrical and data outlets.

(media center furnishings currently being updated.)

#### **12.07 Floor Mats and Frames**

For new schools and renovations to existing main entries, incorporate flooring designed to increase safety and decrease dirt infiltration. Consider floor grilles in recessed frames, walk-off mats, and/or heavy-duty carpeting in the vestibule and entrance lobby. As schools often want an entrance mat with their school logo, consider including with contract, so that it can be properly incorporated into overall design.

#### **12.08 Auditorium Seating**

1. Basis-of-Design Product: Hussey Seating Company; Quattro Chair System

2. Seating shall be fixed upholstered multiple seating with self-raising seat mechanisms. All seating components shall be provided by a single manufacturer. Seating Layout shall be designed with standards spaced laterally in rows so that end standards are in alignment from first to last row, regardless of whether aisles converge or are of constant width, and so that sightlines are optimized. Seating with integral lighting shall not be used. Provide appropriate accommodations for wheelchairs in accordance with ADA.

### **12.09 Telescoping Bleachers**

1. Provide telescoping bleachers at middle and high school Gymnasiums.
2. The bleacher system shall consist of motor operated, multi-tiered, closed deck seating rows operating on the telescoping principal, and stacking vertically in minimal floor area when not in use.
3. The structural system shall be engineered to withstand all applicable design loads associated with the intended use.
4. Provide non-marring rubber tire wheels designed for wood or synthetic floors and sized appropriately for the specific bleacher.
5. Provide self-storing railings at all exposed bank ends and elevated sections.
6. Coordinate Bleacher layout with ADA requirements for wheelchair seating.
7. Decking and steps shall be plywood.
8. Provide vinyl curtains where necessary to restrict access below bleachers.
9. Motor Operation:
  - a. Provide integral automatic electro-mechanical propulsion system engineered specifically for the requirements of the bleacher system.
  - b. All wiring within the seating bank, as well as all service wiring to the units shall be provided, including remote control panel or pendent control.
  - c. Motors shall be three phase and accessible from the front of the bleachers.
  - d. Controls: Start, stop, forward and reverse in a single control unit together with appropriate safety limiting features.
10. Provide manufacturer's standard 5-year warranty against defects in material and workmanship.
11. Basis of Design: Hussey Seating Company; Model MAXAM, Model MXM 26 Series.

### **12.10 Site Furnishings**

1. Provide a bike rack at all new schools.
2. Designers are encouraged to design inviting outdoor spaces for the students and the community. Consider integrating the design of benches, trash receptacles, and outdoor tables with the overall design of the project.

## **DIVISION 13 SPECIAL CONSTRUCTION**

### **13341 Exterior Bleachers**

1. Provide aluminum bleachers at high school baseball fields, softball fields and tennis courts complete with bench seats, and all related appurtenances, fittings and accessories. Attach bleachers to a concrete slab extending to walkway system.
  - a. 5 rows high, 10' deep x 21' long
  - b. 42" central aisle with steps
  - c. Appropriate guardrails
  - d. Access ramps and space(s) for wheelchair shall be provided, per ADA.
  - e. Basis of design: Dant Clayton Alum-A-Stand.

## **DIVISION 14 CONVEYING SYSTEMS**

### **14210 Electric Traction Elevator**

Provide passenger elevator(s) as needed to comply with A.D.A. requirements.

Elevators should be of practical size with basic, easily maintained finishes.

Elevators in school settings are often (mis)used to carry freight, causing frequent break-downs and expensive maintenance, so a heavier-duty model is desired.

Doors should be sized to accommodate a stretcher in the event of an emergency.

1. Basis of Design: KONE EcoSpace. Manufacturers that require proprietary tools for maintenance are not acceptable.
2. Provide key controlled access, cab telephone, and tie-in to fire alarm system.
3. All controls shall be open access, non-proprietary controls.
4. Provide a gearless traction elevator with machine room-less application.
5. Provide the appropriate number of elevators with a minimum rated capacity of 3,500 lbs., with manufacturer's recommended speed for the particular installation.
6. Main power supply shall be 208, three-Phase, with a separate equipment grounding conductor.
7. Car lighting power supply shall be 120 Volts, single-phase, 15 Amp, 60 Hz.
8. Machine room-less controller(s) shall be located adjacent to the hoist-way at the top landing in a controller space.
9. Machine and Governor
  - a. The machine shall be AC, gearless, mounted at the top of the hoist-way.
  - b. Provide a tension type generator.
  - c. In the hoist way, provide an emergency stop watch in the pit and terminal stopping switches.
  - d. In addition, components shall include buffers, car and counter weight, positioning system, guiderails and attachments, coated steel belts, steel governor rope, and hoist-way entrances.
10. Car Components
  - a. Include car frame, steel cab, emergency car lighting, emergency pulsating lighting, fan, handrails, threshold, emergency exit contact, roller guides, platform, and certificate frame.
  - b. Finishes for the car front and car door shall be stainless steel.
  - c. Provide an aluminum egg crate suspended ceiling.
  - d. Submit interior cab finishes to the DeKalb County School District for written approval.
11. Signal Devices and Fixtures
  - a. A car operating panel shall be provided which contains all push buttons, key switches, and message indicators for elevator operation.
  - b. The emergency call button shall be connected to a bell that serves as an emergency signal.
  - c. Provide buttons with raised numbers and Braille markings, to comply with ADA.
  - d. The help button shall initiate two way communications between the car and a location inside the building and switching over to another location if the call goes unanswered.
  - e. Provide hall fixtures with necessary push buttons and key switches for operations.
  - f. Provide elevator car position indicator, car lantern, and chime.

## **14420 Wheelchair Lifts**

New building design should not include mechanical solutions, other than enclosed elevators, for ADA accessibility. Vertical platform lifts can be considered for renovations only, if ramps or other ADA acceptable devices are impractical. Inclined stair lifts shall not be used.

1. Basis of design: Garaventa
2. Provide a vertical platform lift with a minimum rated load capacity of 750 lb., a travel speed of 9 fpm, lifting height as required by the design condition, and a minimum platform size of 37" X 51" with a non-skid surface.
3. Capacity of the motor shall be not less than 3/4 horse power with instant reversing motor.
4. Colors selection(s) shall be submitted to DCSD.
5. Control switches shall be provided at accessible locations on the upper and lower elevations.
6. Install a runway enclosure to prevent obstructions from entering the underside of the platform lift, when the lift is above the lowest elevation. If it is not practical to install a runway enclosure, the platform lift shall be equipped with an obstruction panel that will stop the downward travel if an obstruction is encountered.
7. Provide an illuminated emergency stop alarm switch to signal for assistance in the event of an emergency.
8. Provide 42" high gates with a combination mechanical lock and positive opening electric contact at the upper and lower levels. Platform panels must be 42" in height.

## **DIVISION 15 MECHANICAL**

### **Kitchen Hood**

1. Double shell design consisting of an inner exhaust canopy with minimum 86% supply air ratio, constructed of heavy gauge stainless steel exterior.
2. Hood shall be installed per NFPA 96, with 96" clearance from floor to bottom edge of hood.
3. Hood shall have fire suppression ("Ansul") system, wired to the main fire alarm panel, installed in cabinet on end of hood. Complete electrical and gas shut-offs shall be located at hood. pe and Fittings

### **Piping and Drains**

1. All mechanical piping and equipment supports exposed to the elements shall be primed, painted, and clearly labeled to mark their service.
2. Victaulic piping shall be Schedule 40 only, and must be installed by factory-trained installers. Couplings shall have rubber stops.
3. All gas piping used in kitchen shall be hard black piping. Flexible connections are acceptable on drops; however, no quick disconnects shall be used.
4. Vent stacks shall be located sufficiently far away from air intakes of HVAC equipment to prevent drawing odors back into the building.

5. To prevent sewer gas odors from being pulled into roof top units a 25' separation shall be maintained between sewer vents and HVAC fresh air intakes.
6. Domestic Water pipe shall be Type L copper with lead-free joints, chrome plated brass or copper where exposed.
7. Domestic water supply lines from street main / meter to the building shall be copper with progress fittings (preferred) or Schedule 80 ductile cast iron (no PVC) with thrust blocks and tracer wire.
8. No saddle tees shall be permitted.
9. Provide T fitting at water supply to Custodial Sinks, Kitchen dish machines, and pot sinks for installation of sanitizing chemicals.
10. Drain and vent pipes from middle and high school science labs to acid dilution tanks shall be acid resistant polypropylene or CPVC. All other drain pipes shall be cast or ductile iron to resist mechanical cleaning.
11. In all science lab prep rooms, water taps and electrical service shall be installed for distilled / ionized water production equipment.
12. A grate with a funnel to prevent splashing shall be provided at floor drains that receive discharge water from sinks that require an air gap, such as food handling sink in the kitchen.
13. Provide barrier to rodent infiltration where pipes penetrate from the exterior.
14. Provide pressure reducing valve (PRV) in boiler room.

### **Reduced Pressure Zone Assemblies**

Reduced Pressure Zone assemblies for back-flow prevention shall be installed as required by code for all new facilities and major renovations. Pressure reducing valve and backflow preventer shall be located in the main meter vault.

*Design Professionals please note: even if a project's scope of work does not involve plumbing, the DeKalb County code officials may require upgrading existing facilities to meet this requirement in order to obtain a Building Permit or Certificate of Occupancy for any work done at the facility.*

### **Grease Interceptors**

For all new or renovated kitchens, grease interceptors shall be installed on the exterior of the building in a readily-accessible location. Design professional must coordinate with DeKalb County Watershed Management's Fats, Oils and Grease (FOG) Management program.

### **Traps**

1. All traps must be located for ease in access for maintenance. Do not conceal in wall.
2. Trap primers shall be solenoid type, with direct digital control by the energy management system. Do NOT use pressure drop primers. PROPRIETARY Standard of Design: ASCO RedHat Solenoid Valve 24volt /60 Hz coil, 8210G094.

### **Plumbing Fixtures**

2234.015	American Standard	"Madera" Elongated Flush Valve Toilet
3043.001	American Standard	"Madera" 17" ht. Elongated Flush Valve Toilet
C106C	Comfort Seats (JSC)	Commercial Elongated Open Front Toilet Seat
6541.511	American Standard	Allbrook Urinal (Waterless urinals shall not be used)
111 XL	Sloan	Regal Flushometer - toilet
186 XL	Sloan	Regal Flushometer –urinal

V-500-AA	Sloan	3/4" x 15" Vacuum Breaker (Retrofit urinals)
0355.012	American Standard	"Lucerne" Wall-hung Lavatory
629203C	Watts	Grid Drains
B-0871 T & S	Cast Brass Centerset	4" Faucet (Low flow aerators) (ADA compliant: use on all lavs)
102 E-Z	Lav Guard 2	Under Sink Pipe Covers
EZS8	Elkay	Water Cooler – Lt. Granite (Retrofit)
EZSTL8C	Elkay	Bi-level Water Cooler – Lt. Granite (New)

#### **Sinks:**

1. Kitchen : Prefer T&S Brass Kitchen faucets.
2. Custodial Sinks: floor type with hot and cold water and hose connection on mixing valve.
3. Wash fountains / stations: Basis of design: Bradley Co.
4. Kitchen hand wash sink shall have touch less, low voltage or foot operated faucet controls. Basis of design: T&S Brass
5. Art Room Sinks: stainless steel, deep and wide without dividers, equipped with gooseneck faucets, equipped with plaster traps. Basis of design for trap: Zurn solid interceptor Z-1181.

#### **Hose Bibs:**

1. Interior: Provide a key operated hose bib at each multi stall restroom. Mount on wall below a lavatory.
2. Exterior: Provide freeze-protected hose bibs in key-access wall boxes spaced approximately 200' around the building perimeter. Provide one bib at each outdoor art lab space.
3. Exterior Play Fields: Provide freeze-protected hose bibs in key-access ground boxes adjacent to all play fields.

#### **Water Heaters:**

Preferred manufacturers are Rheem and Rudd. Provide hot water at Adult Restrooms, Kitchens, Custodial sinks, Work Room sinks, Gym, "Lab" (Science, Career Tech, and Art) demonstration and clean-up sinks, and all showers. Provide hot water in all clinic areas and at any sinks where adults are providing diapering and/or toileting assistance for special needs students. Provide hot water at student battery restroom closest to cafeteria. Provide anti-scalding devices on all sinks in areas accessible to students. Provide cold water only at any student lavatories and Classroom sinks not listed above.

#### **Water Fountains:**

Provide electric water coolers in locations, quantities and design in compliance with all codes. Provide "bubbler" water fountains attached to sinks in duplex restrooms in new kindergarten and first grade elementary school classrooms. Water fountains attached to sinks do NOT count towards Georgia Department of Education minimum drinking fountain requirements.

#### **Fire Protection**

1. All new school facilities and additions constructed for DCSD shall be protected with an automatic fire sprinkler system, per currently adopted Life Safety Code, NFPA 13 and Georgia state modifications. Sprinkler system and other fire protection equipment shall be provided in accordance with building codes and local requirements.
2. For additions, consideration should be given to retrofitting a fire suppression system in the existing structure to integrate protection of the entire facility.
3. Coordinate design of sprinkler system with design of built-in furniture and storage units such as music instrument storage units.

4. Install pressure reducing stations as required if main water pressure fluctuates and exceeds fire protection system working pressure.
5. Smoke detector devices need to be installed in a manner that preserves accessibility for maintenance.
6. Require in the specifications for the subcontractor to program systems a minimum of two times in coordination with the Owner's direction. Prior to each programming, the subcontractor is to prepare a draft outline of the program for the Owner's review.
7. Adjacent to riser locations, fire protection designer should provide key plan, showing which lines serve particular part of building. Plan should be mounted in protective frame for quick reference in an emergency.

#### Heating, Ventilation and Air Conditioning

1. Due to their ever-increasing complexity, it is imperative that building mechanical systems interface correctly to provide safe and efficient operations for the life of the building. All building mechanical and electrical system construction shall be thoroughly checked for proper operation. Full commissioning is recommended.
2. Architect and engineers shall design HVAC system with total life cycle costs in mind, using most practical approach for each project. Submit calculations for sizing HVAC units to DCSD for review and approval. DCSD maintenance staff shall fully approve all mechanical components.
3. HVAC shall be provided in classroom areas by water source heat pumps or self-contained wall mounted units (basis of design: Bard Manufacturing).
4. Water source heat pumps units shall be resettable from temperature sensor or thermostat, not from disconnects.
5. Water source heat pumps shall be extended range type with expansion valves. Cap tubes are not acceptable.
6. Separate packaged units shall provide HVAC at the following spaces:
  - a. Auditorium
  - b. Administrative Offices
  - c. Counseling Offices
  - d. Media Center
  - e. Cafeteria
  - f. Kitchen
  - g. Dry Storage
  - h. Gyms and P.E. Areas, including coach's offices
  - i. Cafeteria manager's office
  - j. Network Server Rooms
  - k. Security Camera End Equipment Room
  - l. Other rooms with temperature sensitive equipment (i.e., telephone equipment, Stadium Press Box)

#### Areas Requiring Special Considerations for HVAC

1. Locker room air conditioning and ventilation shall be designed to address humidity and odor control.
2. Media Center HVAC:
  - a. Office and work room and conference rooms shall be placed on independently controlled, separate zones.

- b. Active humidity control shall be included in the media center HVAC design. A “moisture miser” or ERU shall be installed in Media Center RTU.
3. All corridor, stair and elevator HVAC units shall have ducted return air, taking care to pressurize space.
4. All computer based electronic equipment that should be located in an air conditioned space. Do not locate telephone, MDF, IDF equipment or security camera head-end racks in Mechanical or Electrical Rooms. Locate telephone equipment in a separate room or in a combination room with MDF, IDF equipment and security camera head-end racks, all of which require similar constant year-round temperature control. Heating and cooling for these rooms must be capable of maintaining ambient temperatures as required, independently of the operation of the main building HVAC systems. Consider designing this system to accommodate additional heat load (30% more than current load) created by equipment that may be added to these rooms in the future.
5. Independently controlled, ductless split cooling systems shall be supplied for main server rooms to provide cooling separate from the building system. Power for this system shall be tied to emergency panel for generator back up.
6. Art Suite Kiln and Dark Room ventilation shall be designed to address the special conditions in these spaces. Where possible, locate these spaces on exterior walls for convenient venting. Art Suite air shall exhaust directly to the exterior and shall not re-circulate into the building return air system. Acceptable manufacturers: Vent-A-Kiln; Barry Blower; ILG

#### **HVAC Ionization**

Acceptable manufacturer: Global Plasma Systems

#### **Equipment**

Exhaust fans shall be provided per code.

Acceptable manufacturers: Greenheck, Cook, Jennaire, Gaylord, Halton, CaptiveAire

Kitchen Hood shall be a double shell design, constructed of stainless steel, consisting of an inner exhaust canopy with minimum 86% supply air ratio. (See Division 11)

Cooling Towers must include basin heater; open loop tower with heat exchanger, stainless steel. No sand filters are allowed. Heat tape shall be provided on all make-up water lines.

PROPRIETARY manufacturer: Evapco

Water treatment (include 2 year service agreement)

Preferred provider: Superior Water Services, Inc.

All boilers shall be hot water tube type with factory start-up. Three-way mixing valve must be installed on all boiler loops with the actuator supplied by CCI.

Acceptable manufacturers: Ajax; Rite; Apac

Chillers shall be air-cooled, with factory start-up and 5-year service plan included.

PROPRIETARY manufacturer: Carrier Corporation

Water loop pumps shall be installed in a manner that preserves service access.

Acceptable manufacturers: Bell & Gossett, Flo-Fab, Patterson, Taco, Inc. and Armstrong

#### **Dehumidification Units**

PROPRIETARY manufacturer: Munters Corporation

Energy recovery units shall be provided.

PROPRIETARY manufacturer: Munters Corporation

Heat Exchanger shall be plate and frame type and must be located in a mechanical room; no exterior installation is allowed.

PROPRIETARY manufacturer: Sondex Inc.

Flow Controls and Balancing Valves for Supply and Return Line Assemblies

Acceptable manufacturers: Flow Design, Inc., Griswold, Bell & Gossett

Automated Temperature Controls and Energy Management System

Proprietary Product: Direct digital control system sole source is STAEFA TALON. Submit listing of control points for approval by DeKalb County School District.

Building automation system controls shall be Web Control by CCI only.

Media Center shall be equipped with humidity sensors.

See DIVISION 16 ELECTRICAL for non-revenue metering connected to building automation system.

### **Roof-Top Unit Security**

All new roof top units (RTU's) shall be protected by a steel cage constructed of vertical and horizontal support bars with expanded metal reinforcements. The preferred manufacturer and product is AC Armor's Commercial Armor, [www.acarmor.net](http://www.acarmor.net). All RTU Security Cages shall consist of the following:

1. Custom solutions to fit each individual roof top unit
2. 1-inch, 14-gauge tube steel framing
3. Fully Mig welded
4. ¾-inch square solid steel stem system
5. #9 expanded metal mesh covering access to copper coils
6. Fully serviceable access panels
7. 1/8-inch threaded tabs
8. 3/8-inch theft resistant bolts with access tool to secure unit
9. 1.25-inch theft resistant bolts to secure 5-inch cross anchors
10. 4-inch square steel base plates at each leg to ensure proper load distribution with ¼-inch thick roofing pads under each base plate
11. There shall be no modification to the roofing system or impact to the roofing warranty
12. Primed and painted for rust prevention

HVAC Security System shall be installed on all new exterior HVAC units. Basis of Design: Warning Watchdog Alarm System.

## **DIVISION 16 ELECTRICAL**

1. **Electrical Panels:** Placement of electrical panels in areas normally accessible to students, particularly corridors, is to be avoided whenever possible. Electrical panels and other devices located at areas normally accessible to students shall have solid front panels without louvers. If ventilation is required by the code, it shall be provided in such a manner as to prevent students from inserting small objects into the electrical panel or device. Such panels or devices shall be located in special purpose locked rooms if possible.
2. **Electrical Service Expandability:** The electrical service for the building and overall site shall be designed to accommodate future loads for building expansion and future portable classrooms. (See DIVISION 1 – Core Capacity and Future Portable Classrooms). A “spare” breaker shall be installed to power a future distribution panel near the portable site(s), to provide electrical service to the portables. Conduits of sufficient size, as required to serve the remote future portable classroom distribution panel shall be installed from the main electrical distribution

panel and capped until needed. Intercom, security and other systems shall be expandable for the number of additional portable classrooms noted above.

**3. Conductors and Grounding:**

- a. Aluminum wiring shall not be used on the building side of the meter. Plenum-rated low-voltage cabling may be used in lieu of conduit, if cost effective. Provide cable tray or hooks at hallways for low voltage cabling.
- b. Plenum rated cabling shall only be used on the interior of buildings where appropriate and approved by Codes. Only products that are rated and intended for use outdoors shall be used on the exterior of buildings.
- c. Low voltage cable shall be properly suspended throughout with "J" hooks, not allowed to rest on ceiling tile or grid.
- d. Conduit shall be run in a manner that preserves service access to all adjacent equipment.
- e. Provide junction box at center of room with service loop.
- f. Engineered cable management systems such as Reloc are acceptable.

- 4. Overload Devices for Motor Starters:** Motors shall be equipped with a solid state overload protection device with an adjustable trip point rather than thermal overloads. Phase protection devices shall be provided on all HVAC equipment.

**5. Power Outlets**

- a. Provide at least one 110 volt duplex outlet on each wall and an average of one per eight feet of wall.
- b. Provide at least one 110 volt dedicated duplex outlet for each designated computer outlet. (One 4-plex outlet for each pair of computer outlets)
- c. Provide one 110 volt, 20 AMP GFI duplex outlet adjacent to each sink counter.
- d. Provide special voltage outlets for designated equipment such as large printer/copy machines and other special equipment.
- e. Coordinate power connections of appropriate voltage and phase to all electrical equipment.
- f. Provide master power switch at Science, Computer, Business and Career Technology Education Labs.
- g. Provide power outlets in ceiling for drop down lighting in art lab for still life and figure drawing and for small power tools in Engineering Technology lab.
- h. Provide Darkroom outlets at each enlarger station for enlarger and timers.
- i. Floor outlets: Cover plates of carpeted spaces shall be flush with surrounding floor and match the selected floor materials/color.

**6. Light Fixtures**

- a. LED fixtures shall be used throughout.
- b. The interior lighting design shall minimize fixture types and incorporate standardized lamp inventory to the extent practicable.
- c. Light levels shall comply with GADOE standards.
- d. General interior lighting shall be provided by recessed 2' x 4' fixtures unless noted otherwise. A safety cable should be attached to the fixture, cover reflector and lens.

- e. Basis of Design for LED 2'x4' Fixture: Columbia Lighting LJT24-40MLG-FSA-EDU.
  - f. Provide acrylic lenses as standard; polycarbonate lens are recommended for low ceilings in corridors, stairs and locker rooms.
  - g. Lighting in gymnasiums, storage areas, mechanical and electrical rooms should have metal cage protection.
  - h. Lighting in damp locations, such as locker rooms and kitchens, should have vapor retardant gasket lenses.
  - i. "No hold," 6 hour mechanical timers shall be used for mechanical space lighting control.
  - j. The use of incandescent fixtures or dimming electronic ballasted fixtures shall be limited to special situations, such as theatrical lighting.
  - k. Typical classrooms, labs, Media Centers, other Instructional spaces and Cafeterias shall be equipped with dimmers or multiple switches in order to control light levels.
  - l. In halls and cafeterias, lighting shall be controlled by key switches (Leviton Key #555000) not toggle switches.
  - m. If project includes new lighting mounted at high ceilings such as in gymnasiums and cafeterias, a mobile scissor lift shall be provided for the school's use, with space provided for storing the lift.
7. **Motion Sensors:** Hallways, classrooms, labs and other instructional spaces shall be equipped with motion sensors that will automatically turn the lights off and place the switches in the off position when a hallway or room is not occupied. Connect motion sensors to HVAC control system. Review characteristics of system and possible additional rooms to be included with DCSD Facility Services for review and approval prior to incorporation into the construction documents.

## 8. Gym Lighting

- a. Gym lighting fixtures shall be standardized for cost efficiency to the extent possible.
- b. Provide multi-level lighting at all gyms by means of switching, not dimming. High school and middle school gyms shall have multi-level lighting for recreational use and competition use at 60 fc, per athletic association requirements.
- c. Gym lighting fixtures shall have fixture, lens and guard safety chains to prevent these components from falling when damaged by impact.

## 9. Auditorium Lighting

- a. Stage, Drama and Broadcast Video Labs shall be equipped with performance lighting which shall be incorporated into the Scope of Work for all new school projects. The Design Professional shall be responsible for employing a qualified professional Lighting Designer to develop appropriate Design and Construction Documents. General lighting in auditorium shall not be positioned over seats; consider wall sconces, or ceiling mounted fixtures positioned over aisles. Drawings and Specifications shall be submitted to DeKalb County School District Drama Coordinator and Facilities Services for review and approval.
- b. Scope of work shall include overhead pipe grid, dimmable theatrical light fixtures, wiring and control system.
- c. Provide separate work light system.
- d. High School Auditorium front overhead stage lighting shall be accessible from a catwalk; drop light mounting is unacceptable.

- e. Provide aisle lighting at floor level.
- f. See Division 11 EQUIPMENT- Theatrical/Stage Equipment for Catwalk access for stage lighting.

**10. Exit and Emergency Lighting:** Provide exit lights and emergency lighting fixtures required by code. Connect all emergency and exit lighting fixtures to the generator. In large areas without exterior windows, such as an auditorium, consider adding a small number of emergency lights on battery back-up, to provide light during generator start-up time. Provide L.E.D. exit lights on emergency circuits in quantities and locations in compliance with all applicable codes.

**11. Emergency Electrical System**

- a. All new DeKalb County Schools shall be equipped with an automatic emergency electrical generation system. New Generator systems shall be included in major renovation projects at school sites that do not have generators. Any existing generators older than 15 years shall be replaced during major renovation projects.
- b. The system shall include, but shall not be limited to, a natural gas engine and electrical generator with vibration control, automatic engine starting system with batteries, instrument panel, weather-protective housing, enunciator panel, exhaust silencer and accessories. The generator shall be pad-mounted on the exterior of the building, protected by chain link fence.
- c. Minimum Size:
  - i. Elementary schools: 60 KW, 480/277 volts.
  - ii. Middle and High schools: 80 KW, 480/277 volts.
- d. The system shall be adequately sized for and be connected to the following:
  - i. Emergency exit and emergency lighting fixtures (battery pack fixtures shall not be used unless noted otherwise)
  - ii. Minimum of one light fixture in each classroom
  - iii. Fire alarm system
  - iv. Intercom system
  - v. Telephone system
  - vi. Security System including cameras, Intrusion alarm, access control, and door power supplies
  - vii. Main server (MDF) room: All outlets; Air conditioning package unit
  - viii. Walk – in freezer/cooler (usually 208 volt, 3 phase)
  - ix. One outlet in principal’s office to maintain phone and computer
- e. Some of the electronic loads listed above also need to have a small UPS/surge protector to carry the electrical loads from the point of power interruption through start-up of the generator. Specifically, the intercom system, the telephone system switch, and energy management system main panel need to be served in this manner. Normal / Emergency Generator outlets shall be color coded / placarded in accordance with NEC. Acceptable manufacturers: Cummings, Kohler, Generac, Detroit Diesel
- f. Two-year total service warranty contract shall be standard, with three-year extension included.
- g. For generators with KVA loads equal to or greater than 100 KVA, Georgia Power requires the Automatic Transfer Switch (ATS) open transition transfer to have a mechanical interlock; reference Georgia Power’s Distribution Bulletin No. 18 – 23, Section 4.2. The following actions are required:

- h. Documentation
  - i. DCSD Project Manager shall prepare following Georgia Power documents, and secure signature of DCSD Executive Director of Facilities:
    - 1. “Application for Emergency and Standby Generation Installation & Operation”
    - 2. “Statement of Responsibility for Operation of Emergency or Standby Generation on the Georgia Power Company Distribution System”
  - ii. DCSD Project Manager shall forward signed forms to the attention of Georgia Power representative.
  - iii. DCSD Project Manager shall notify Georgia Power when ATS is installed.
  - iv. DCSD Project Manager shall schedule Georgia Power to inspect and photograph the mechanical interlock installation.
  - v. Georgia Power representative shall forward both documents (items 1 and 2) along with photographs, to the DCSD Project Manager.

12. **Exterior Lighting Fixtures:** Safe lighting of our buildings, parking lots, and walkways to protect our building occupants is of paramount importance to DCSD. The designer is responsible for coordinating the overall design of the site lighting. Non-building –mounted lighting for parking areas and drives will be provided by the Georgia Power.

- a. Provide adequate exterior lighting at building parking and walkway areas for security to employees and building. Fixtures shall be energy efficient, vandal resistant, 277 volt metal halide. Building wall packs shall be 250 watt or LED or compact fluorescent; parking lot lights shall be 400 watt. Exterior fixtures shall be controlled by building automation system with local override and photocells.
- b. All exterior lighting shall be controlled by an energy management system with astronomical clock and local override switch.
- c. Divide controls for site lighting into zones that can be operated independently. Submit design for zones to DCSD for review and approval.
- d. Local override shall be momentary contact switch tied to building automation system.
- e. Consider outside lighting at Art Patio for evening events.

13. **Sports Field Lighting:** The Design Professional shall develop complete drawings and specifications to describe sports field lighting similar to those currently installed at existing DeKalb County High Schools. Specifications shall be equal or above GHSA spec lighting manual, available at [www.ghsa.net](http://www.ghsa.net).

- a. Sports lighting shall be provided at the following fields:
  - i. Football / Track Stadium: 360’x 160’
  - ii. Baseball Field: 330’ x 380” x 330’ plus batting cage area
  - iii. Softball Field: 200’ x 200’ x 200’ plus batting cage area
- b. Sports lighting shall provide environmental light control, with the primary goal to not negatively impact the adjacent community with excessive spill light and glare. Design lighting system to provide maximum spill and glare control. The specifications shall require a photometric report from an independent or certified testing lab certifying that the luminous intensity from any one fixture does not exceed the following criteria:
  - i. Football / Track Stadium: 12,000 candelas at 84 degrees above nadir
  - ii. Baseball Field: 12,000 candelas at 83 degrees above nadir

- iii. Softball Field: 12,000 candelas at 83 degrees above nadir
- c. Lighting system shall be designed with life cycle costs in mind. It shall be energy efficient and cost effective to operate. Maximum energy consumption based on 5,000 hour operating cycle:
  - i. Football / Track Stadium: 105.0 kWh or less
  - ii. Baseball Field: 77.0 kWh or less
  - iii. Softball Field: 33.0 kWh or less
- d. The lighting system shall be designed such that the light levels are guaranteed for a period of 25 years. Each manufacturer shall provide, along with bid, a recommended lamp maintenance schedule required to provide guaranteed light levels for 25 years:
  - i. Football / Track Stadium: 50 foot candles
  - ii. Baseball Field (Infield): 50 foot candles
  - iii. Baseball Field (Outfield): 30 foot candles
  - iv. Softball Field (Infield): 50 foot candles
  - v. Softball Field (Outfield): 30 foot candles
- e. The Design Professional shall develop detailed specifications for measuring the uniformity of these basic standards.
- f. Lighting system must be designed to comply with current applicable building codes and minimum 100 mph wind speed. Cross arms shall be designed to withstand minimum 150 mph winds and maintain luminaire aiming alignment. All components shall be designed as a system and shall include, but not be limited to:
- g. Galvanized steel poles with climbing steps and safety harness. Poles shall have pre-cast concrete foundation with concrete backfill or concrete anchor bolt type foundation. Exposed steel shall be a minimum of 18" above grade; direct buried steel poles will not be permitted. Concrete or other single piece poles requiring use of heavy equipment that may damage the site will not be permitted.
- h. All exposed components shall be designed of appropriate corrosion resistant materials.
- i. Die-cast aluminum housing shall be used for luminaire reflector system.
- j. Remote ballast, capacitors, fusing and safety disconnects for luminaries shall be located in an aluminum enclosure on each pole approximately 10' above grade.
- k. Wire harness system shall be designed for trouble-free installation.
- l. System shall include lightning protection.
- m. All components shall be UL listed.
- n. Momentary power interruption illumination system shall be provided to provide coverage during failure of primary system.
- o. Specifications shall describe an appropriate standard for measuring compliance of the installed system and requirements for correcting non-compliance.
- p. Include in the bid one set of replacement lamps rated at 5,000 hours or two sets if rated at 3,000 hours. Also include preventative and spot maintenance (parts and labor) for 25 years. Coordinate details of DeKalb County School District requirements for remote controls and incorporate those requirements into the specifications.

14. **Data Cabling System:** Provide Data Cabling System for computer network and equipment in accordance with the current DCSD Technology Plan. See APPENDIX to Design Guidelines – Data Cabling System.

15. **Telephone Cabling System:** DCSD will provide the telephone switch and individual phones for each required location. Construction contract shall provide telephone cabling and equipment. See APPENDIX to Design Guidelines – Telephone Cabling System.

#### 16. Detection Systems

- a. Security alarm and Security Surveillance Camera Systems will be furnished by DCSD under contracts separate from building contracts for new schools and additions. Coordination between the separate contractors will be required to maintain occupancy schedules.
- b. Designer for Security Surveillance System shall coordinate design of security systems with DCSD Director of Safety / Security.
- c. Front desk design at Elementary Schools shall allow 2 Monitors to be mounted out of view of visitors.
- d. See APPENDIX to Design Guidelines – Security System for general requirements of Security System and the specific Video Surveillance Specification prepared for each project.

#### 17. Master Television Systems

- a. Media centers shall have broadcast capabilities to provide video programming throughout the building.
- b. Provide drops in all spaces except storage mechanical, custodial and kitchen areas. Coordinate Master TV Systems with DCSD MIS.
- c. Cable TV signal shall be provided to the media center distribution center from the local cable TV vendor.
- d. Provide a complete Master Television Cable System for distribution of “In-House” and local “Cable” channels. Provide two sets of audio / video jacks on front panel for direct insertion of customer equipment. The system shall be wired to allow tuning selected “cable” channels through VCRs for recording or distribution throughout the system and direct distribution of cable channels through system demodulators. Receiver / monitors shall be furnished to provide direct monitoring of programs.
- e. A one line drawing of the entire Television System shall be included in the submittal showing the signal levels in dBmV at the input and output of each device at the head end, tap-off, splitters, and room outlets. The model numbers of all components shall be included in the one line drawing. A detailed drawing of the equipment cabinets, their components, special panels and equipment layout must be furnished for approval (no exceptions).
- f. The television Contractor shall be an authorized distributor for the equipment supplied and maintain his own service organization capable of furnishing all warranty service. A letter shall be included in the submittal stating the above is valid.
- g. The system shall be designed for 50 db signal-to-noise ratio and shall provide a signal level of a minimal of +6dbmv and a maximum of +12dbmv at each outlet.
- h. The system shall be designed to allow program originating and distribution from outlets throughout the system by the addition of proper equipment.
- i. The Design Professional shall be responsible for specifying appropriate equipment, testing and certification.
- j. Acceptable manufacturers: Blonder Tongue; Drake / Dracom; Scientific Atlanta; Jerald

18. **Fire Alarm System:** See APPENDIX to Design Guidelines – Fire Alarm System.

**19. Intercom System**

20. Proprietary PRODUCT: Central Control Center: Rauland Telecenter VoIP System

21. Intercom system shall be incorporated into the Scope of Work for all new school projects, and shall include a master clock to control bells.

22. Provide intercom call-back system with master station in administrative office and call stations in each normally occupied space. Design Professional to submit detailed catalog information to DeKalb County School District for approval.

23. See APPENDIX to Design Guidelines – Intercom System

**24. Public Address System**

a. Sound systems shall be incorporated into the Scope of Work for all new school projects. Provide public address systems at the following locations:

- i. Cafeterias
- ii. Gymnasiums
- iii. Auditoriums
- iv. Drama Labs
- v. Football Stadiums

b. Architects shall be responsible for employing qualified professionals to design and develop Construction Documents for public address systems. Design of public address systems shall be appropriate for the acoustical conditions and volume of each space.

c. Drawings and Specifications shall be submitted to DCSD Facilities Services Department; the Supervisor of Interscholastic Athletic Programs, and to the Coordinators of Health and PE, Music and Drama for review and approval.

d. Features and functions shall include:

- i. Solid state in-wall type amplifier
- ii. Built-in speakers
- iii. Microphones designed especially for music pickup, recording and excellent speech reproduction
- iv. Remote microphone outlets appropriate for the type of space
- v. Auxiliary input for future program sources
- vi. Input for school wide intercom program and system announcements
- vii. Fire alarm override if required.

25. **Delivery Door Bell:** Provide a door bell system at the exterior delivery door(s) to alert kitchen and/or custodial staff when deliveries have arrived. The appropriate location for the bell will be a function of the service area layout. The Design Professional shall propose and obtain approval for the bell location(s).

**26. Clocks**

27. Centrally controlled digital clocks and bell system shall be provided in halls, Cafeteria, Media Center, main Office, and Gym.

28. Provide electrical connection in each classroom and other instructional areas for DeKalb County School District provided electrically operated wall mounted clocks where required.



# APPENDIX E

## DeKalb County School District | 2023-2024 CALENDAR

(Approved by the Board of Education on December 13, 2021)

4 Independence Day

31 Pre-Planning Day

July '23						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1 Winter Break  
 2 Post/Pre-Planning Day  
 3 First Day of 2nd Semester  
 15 Dr. M. L. King, Jr. Day

20 Instructional Days

1-4 Pre-Planning Days  
 7 First Day of School

19 Instructional Days

August '23						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February '24						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

16 February Break  
 19 Presidents' Day

19 Instructional Days

4 Labor Day

20 Instructional Days

September '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

March '24						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	8
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

8 Independent Learner Day / Professional Development Day

21 Instructional Days

6 Fall Break  
 9 Columbus Day/ Indigenous Peoples Day

20 Instructional Days

October '23						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1-5 Spring Break

17 Instructional Days

7 Independent Learner Day / Professional Development Day  
 20-24 Thanksgiving Break

17 Instructional Days

November '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May '24						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

22 Last Day of School  
 23 Post Planning  
 27 Memorial Day

16 Instructional Days

15 Last Day of 1st Semester  
 18-29 Winter Break

11 Instructional Days

87 Instructional Days Total

December '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June '24						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

First/Last Day of Semester  
 Holiday/Break (School Closed)  
 Teachers' Workday/  
 Professional Development Day  
 (School Closed)

Independent Learner Day/  
 Professional Development Day

93 Instructional Days Total

# DEKALB COUNTY SCHOOL DISTRICT | 2025-2026 CALENDAR

(Approved by the Board of Education on January 8, 2024)

JULY '25						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

4 Independence Day

28-31 Pre-Planning Days

JANUARY '26						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1-2 Winter Break

5 Post/Pre-Planning Day

6 First Day of 2<sup>nd</sup> Semester

19 Dr. M.L. King, Jr. Day

18 Instructional Days

AUGUST '25						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 Pre-Planning Day

4 First Day of School

20 Instructional Days

FEBRUARY '26						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

16 Virtual Teachers' Workday

17-20 February Break

15 Instructional Days

SEPTEMBER '25						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1 Labor Day

21 Instructional Days

MARCH '26						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

13 Independent Learner/ Professional Development Day

22 Instructional Days

OCTOBER '25						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

13 Virtual Teachers' Workday

14-17 Fall Break

18 Instructional Days

APRIL '26						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

6-10 Spring Break

17 Instructional Days

NOVEMBER '25						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

4 Independent Learner/ Professional Development Day

24-28 Thanksgiving Break

15 Instructional Days

MAY '26						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

25 Memorial Day

28 Last Day of School

29 Post Planning Day

19 Instructional Days

DECEMBER '25						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

19 Last Day of Semester

22-31 Winter Break

15 Instructional Days

89 Instructional Days Total

JUNE '26						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

19 Juneteenth

Virtual Teachers' Workday/ Schools Closed

First/Last Day of Semester

Holiday/Break Schools Closed

Teachers' Workday/Professional Development Day Schools Closed

Independent Learner Day/Professional Development Day

91 Instructional Days Total

**APPENDIX F**

**CONTINUING CONTRACT FOR**

**PROFESSIONAL SERVICES**

**BETWEEN THE**

**DEKALB COUNTY BOARD OF EDUCATION**

**AND**

**Design**  
**Professional:** \_\_\_\_\_

**Design**  
**Professional Address:** \_\_\_\_\_

\_\_\_\_\_

**Solicitation No.:**      **RFQu No. 24-752-023**

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## **CONTINUING CONTRACT FOR PROFESSIONAL SERVICES**

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This contract (the "Contract") is made and entered into by and between the DeKalb County Board of Education (the "Owner") and \_\_\_\_\_, authorized to do business in the State of Georgia, whose business address is \_\_\_\_\_ (hereinafter referred to as the "GEOTECHNICAL, ENVIRONMENTAL AND CONSTRUCTION MATERIAL TESTING SERVICES"). This Contract shall be effective on the date executed by the last party to execute it.

### **WITNESSETH:**

**WHEREAS**, it is in the best interests of OWNER to be able to obtain professional **geotechnical, environmental and construction material testing, or consulting** services expeditiously when a need arises in connection with a study or a partial or entire DeKalb County School District construction project; and

**WHEREAS**, Board Policy DJE, Section III, makes provisions for contracts for professional services; and

**WHEREAS**, OWNER has selected Geotechnical, Environmental And Construction Material Testing Services in accordance with the provisions of Board Policy DJE, and Geotechnical, Environmental And Construction Material Testing Services will provide professional **geotechnical, environmental and construction material testing, or consulting** services as directed by Owner for such projects and tasks as may be required on an as needed basis by Owner.

NOW, THEREFORE, in consideration of the mutual promises, covenants and agreements stated herein, and for other good and valuable consideration, the sufficiency of which is hereby acknowledged, the Owner and the Geotechnical, Environmental And Construction Material Testing Services agree:

### **ARTICLE 1**

#### **GEOTECHNICAL, ENVIRONMENTAL AND CONSTRUCTION MATERIAL TESTING SERVICES' RESPONSIBILITIES**

1.1 From time to time upon request or direction of the Owner as hereinafter provided, Geotechnical, Environmental And Construction Material Testing Services shall provide to Owner professional **geotechnical, environmental and construction material testing, or consulting** services (hereinafter the "Services"). All Services to be provided by Geotechnical, Environmental And Construction Material Testing Services pursuant to this Contract shall be in conformance with the scope of services, which shall be described in a Work Authorization issued pursuant to the procedures described herein. The form of the Work Authorization is set forth in **Exhibit B** attached hereto and incorporated herein by reference. Any proposed deviation from the Services set forth in the Work Authorization must be brought to Owner's attention in writing by Geotechnical, Environmental And Construction Material Testing Services and all such deviations must be expressly approved by Owner in writing in advance.

1.1.1 All Services must be authorized in writing by Owner in the form of a Work Authorization, and Geotechnical, Environmental And Construction Material Testing Services shall not provide any Services to Owner unless and to the extent they are

required in a written Work Authorization. Any Services provided by Geotechnical, Environmental And Construction Material Testing Services without a written Work Authorization shall be at Geotechnical, Environmental And Construction Material Testing Services own risk and Owner shall have no liability or responsibility for payment for such Services.

- 1.1.2 As Owner identifies certain Services it wishes Geotechnical, Environmental And Construction Material Testing Services to provide pursuant to the terms of this Contract, Owner shall request a proposal from Geotechnical, Environmental And Construction Material Testing Services for such Services, said proposal to be in compliance with the terms of this Contract and in the form of **Exhibit G** attached hereto and incorporated herein by reference. If the parties reach an agreement with respect to such Services, including, but not limited to the scope of those Services and the compensation to be paid for such Services, then Owner shall prepare a Work Authorization which incorporates the terms of the understanding reached by the parties with respect to such Services, and if both parties are in agreement therewith, they shall jointly execute the Work Authorization. The Owner's proposal documents for each Project shall be attached hereto as **Exhibit A** and incorporated herein by reference.
  - 1.1.3 Upon execution of a Work Authorization as aforesaid, Geotechnical, Environmental And Construction Material Testing Services agrees to promptly provide the Services required thereby, in accordance with the terms of this Contract, the subject Work Authorization, the Schedule (as defined in Paragraph 3.1 hereof), and all applicable laws, ordinances, rules and regulations.
  - 1.1.4 It is mutually understood and agreed that the nature, amount, and frequency of the Services shall be determined solely by Owner and that Owner does not represent or guarantee unto Geotechnical, Environmental And Construction Material Testing Services that any specific or minimum number of Services will be requested or required of Geotechnical, Environmental And Construction Material Testing Services pursuant to this Contract.
  - 1.1.5 Geotechnical, Environmental And Construction Material Testing Services agrees that upon request of Owner under this Contract Geotechnical, Environmental and Construction Material Testing Services will provide bidding assistance and construction contract administration services as needed.
  - 1.1.5 Geotechnical, Environmental And Construction Material Testing Services shall have no authority to act as the agent of Owner under this Contract or to obligate OWNER in any manner or way. Geotechnical, Environmental And Construction Material Testing Services is an independent contractor, and neither it nor any of its agents, servants or employees will be an employee or agent of the Owner. Nothing contained in this Contract shall constitute or be deemed or construed to create a partnership or joint venture, or any agency relationship, between owner and Geotechnical, Environmental And Construction Material Testing Services.
  - 1.1.6 All duly executed Work Authorizations shall be and are hereby incorporated into and made a part of this Contract by reference.
- 1.2 Geotechnical, Environmental And Construction Material Testing Services agrees to obtain and maintain throughout the period of this Contract all such licenses and permits as are required for Geotechnical, Environmental And Construction Material Testing Services to do business in the State of Georgia and in DeKalb County, including, but not limited to, all licenses and permits required by the respective state boards and other governmental agencies responsible for regulating and licensing the professional Services to be provided

and performed by Geotechnical, Environmental And Construction Material Testing Services pursuant to this Contract.

- 1.3 Geotechnical, Environmental And Construction Material Testing Services agrees that, when the Services to be provided hereunder relate to a professional service which, under the laws of the State of Georgia, requires a license, certificate of authorization or other form of legal entitlement to practice such Services, it shall employ and/or retain only qualified personnel to provide such Services.
- 1.4 Geotechnical, Environmental And Construction Material Testing Services hereby designates \_\_\_\_\_ as its Principal in Charge (hereinafter referred to as the "Principal in Charge"), who has full authority to bind and obligate Geotechnical, Environmental And Construction Material Testing Services on all matters arising out of or relating to this Contract. For each Work Authorization, Geotechnical, Environmental And Construction Material Testing Services will designate in writing an individual to serve as Geotechnical, Environmental And Construction Material Testing Services' representative (hereinafter referred to as the "Representative"), who may be the same as the Principal in Charge. The Representative is authorized and responsible to act on behalf of Geotechnical, Environmental And Construction Material Testing Services with respect to directing, coordinating and administering all aspects of the Services to be provided and performed under the Work Authorization. By execution of this Contract, Geotechnical, Environmental And Construction Material Testing Services acknowledges that the Principal in Charge and Representative(s) have full authority to bind and obligate Geotechnical, Environmental And Construction Material Testing Services on all matters arising out of or relating to this Contract and the Work Authorization, respectively. Geotechnical, Environmental And Construction Material Testing Services agrees that the Principal in Charge and the Representatives shall devote whatever time is required to satisfactorily and diligently manage the Services to be provided, and performed by Geotechnical, Environmental And Construction Material Testing Services under the Work Authorization. Further, Geotechnical, Environmental And Construction Material Testing Services agrees that the Principal in Charge and the Representatives shall not be removed by Geotechnical, Environmental And Construction Material Testing Services without Owner's prior approval, and if so removed must be immediately replaced with a person acceptable to Owner, which approval and acceptance shall not be unreasonably withheld by Owner.
- 1.5 The Geotechnical, Environmental And Construction Material Testing Services shall assign only qualified personnel to perform any service concerning the Project (as defined in Paragraph 3.1 hereof). The Geotechnical, Environmental And Construction Material Testing Services management, design, and construction administration staff assigned to the Project shall have experience in K-12 school design and construction. The Owner shall have the right, but not the obligation, to interview the management, design, and construction administration staff that will be assigned to the Project.
- 1.6 Geotechnical, Environmental And Construction Material Testing Services agrees that its senior staff, subconsultants and subcontractors who will perform any Services under this Contract are subject to Owner's reasonable approval. Attached hereto as **Exhibit C** is a listing of Geotechnical, Environmental And Construction Material Testing Services' senior staff, subconsultants and subcontractors who have been assigned to provide the services required under this Contract. None of the senior staff, subconsultants and subcontractors identified in **Exhibit C** shall be removed from a Project by Geotechnical, Environmental And Construction Material Testing Services without OWNER'S prior approval (such approval not to be unreasonably withheld), and if so removed shall be immediately replaced with a person or firm reasonably acceptable to Owner. Geotechnical, Environmental And Construction Material Testing Services further agrees, within fourteen (14) calendar days of receipt of a written request from Owner, to promptly remove from a Project and replace the Representative, or any other personnel employed or retained by Geotechnical, Environmental And Construction Material Testing Services, or any subconsultants or

subcontractors or any personnel of any such subconsultants or subcontractors engaged by Geotechnical, Environmental And Construction Material Testing Services to provide and perform any of the Services pursuant to the requirements of this Contract, whom Owner shall request in writing to be removed, which request may be made by Owner with or without cause. If Geotechnical, Environmental And Construction Material Testing Services is required to remove and replace a subconsultant or subcontractor without cause, an equitable adjustment shall be made to the compensation provided for in any Work Authorization to which such subcontractor or subconsultant may have been assigned.

- 1.7 Geotechnical, Environmental And Construction Material Testing Services represents to Owner that it has expertise in the type of professional Services that will be required under this Contract. Drawings shall be prepared in electronic AutoCAD 2014 format and a project manual for each Project (the "Project Manual") shall be prepared as an electronic Word 2010 document. By execution of this Contract and each subsequent Work Authorization issued hereafter, if any, Geotechnical, Environmental And Construction Material Testing Services acknowledges it has received the most recent version of the DCSD 2020 Vision – Educational Specifications and Design Guidelines as of the date of this Contract or such subsequent Work Authorization and will follow, observe and design in accordance with the standards, requirements and conventions set forth therein. Geotechnical, Environmental And Construction Material Testing Services agrees that all Services to be provided by Geotechnical, Environmental And Construction Material Testing Services pursuant to this Contract shall be subject to Owner's reasonable review and approval and shall be in accordance with all applicable laws, statutes, ordinances, codes, rules, regulations (including utility regulations), local and state fire marshal requirements and the Georgia Department of Education requirements, Georgia Construction Code, as well as the requirements of any governmental agencies which regulate or have jurisdiction over the Project (as defined in Paragraph 3.1 hereof) or the Services to be provided and performed by Geotechnical, Environmental And Construction Material Testing Services hereunder. In the event of any conflicts in these requirements, Geotechnical, Environmental And Construction Material Testing Services shall promptly notify Owner of such conflict in writing and utilize its best professional judgment to resolve the conflict. Owner's approval of any design documents in no way relieves Geotechnical, Environmental And Construction Material Testing Services of its obligation to deliver complete and accurate documents necessary for successful completion of the subject Project pursuant to the Work Authorization.
- 1.8 Geotechnical, Environmental And Construction Material Testing Services agrees not to divulge, furnish or make available to any third person, firm or organization, without Owner's prior written consent, or unless incident to the proper performance of Geotechnical, Environmental And Construction Material Testing Services' obligations hereunder, or in the course of judicial or legislative proceedings where such information has been properly subpoenaed, any non-public information concerning the Services to be rendered by Geotechnical, Environmental And Construction Material Testing Services hereunder, and Geotechnical, Environmental And Construction Material Testing Services shall require all of its employees, agents, sub-consultants and subcontractors to comply with the provisions of this paragraph. This paragraph shall survive the expiration or earlier termination of this Contract.
- 1.9 Geotechnical, Environmental And Construction Material Testing Services acknowledges that Owner may contract with a construction manager or general contractor who, if retained, shall be responsible for any construction identified in the Work Authorization (hereinafter referred to as "Construction Contractor"). If a Construction Contractor Is Retained, Geotechnical, Environmental And Construction Material Testing Services agrees to cooperate with Construction Contractor with respect to Construction Contractor's delivery of work and services to Owner. Also, in such event, Geotechnical, Environmental And Construction Material Testing Services agrees to incorporate, whenever reasonably practicable and consistent with good design principles, and after Owner's written approval, all suggestions or

recommendations timely made by Construction Contractor with respect to any design set forth in the Work Authorization.

- 1.10 Geotechnical, Environmental And Construction Material Testing Services agrees to comply with all of Owner's rules and regulations with respect to safety and security at the Owner's facilities, including Owner's drug program, as said rules and regulations may be modified and amended by Owner from time to time. Geotechnical, Environmental And Construction Material Testing Services further agrees to enforce compliance with such rules and regulations by all of Geotechnical, Environmental And Construction Material Testing Services' subconsultants and subcontractors.
- 1.11 Owner may have one or more representatives visit the site of the Project (as defined in Paragraph 3.1 hereof) from time to time, or on a full-time basis, and Geotechnical, Environmental And Construction Material Testing Services shall not interfere with the functions of said representatives and will cooperate and work with said representatives. No action or failure to act by a representative of Owner shall relieve Geotechnical, Environmental And Construction Material Testing Services from any of its duties or obligations hereunder.
- 1.12 Geotechnical, Environmental And Construction Material Testing Services shall be responsible for obtaining and reviewing all geological reports obtained by Owner with respect to the Project (as defined in Paragraph 3.1 hereof). Geotechnical, Environmental And Construction Material Testing Services' design documents shall be consistent and coordinated with the information set forth in all such geological reports. In the event Geotechnical, Environmental And Construction Material Testing Services has any questions or concerns about the contents of any such reports, Geotechnical, Environmental And Construction Material Testing Services shall notify Owner in writing within ten (10) days of Geotechnical, Environmental And Construction Material Testing Services' receipt of any such geological reports. Geotechnical, Environmental And Construction Material Testing Services and Owner will work in good faith to mutually resolve any such questions or concerns.

## **ARTICLE 2**

### **OWNER'S RESPONSIBILITIES**

- 2.1 For each Work Authorization, OWNER shall designate in writing a project coordinator to act as Owner's representative with respect to the Services to be rendered under the Work Authorization (hereinafter referred to as the "Project Manager"). The Project Manager shall have authority to transmit instructions, receive information, interpret and define Owner's policies and decisions with respect to Geotechnical, Environmental And Construction Material Testing Services' Services under the Work Authorization. However, except as may be otherwise expressly authorized in writing by the DeKalb County School District, neither the Project Manager nor any other party is authorized to issue any oral or written orders or instructions to Geotechnical, Environmental And Construction Material Testing Services that would have the effect, or be interpreted to have the effect, of modifying or changing in any way whatever the: (1) Services to be provided and performed by Geotechnical, Environmental And Construction Material Testing Services as set forth in the Work Authorization; (2) the time in which Geotechnical, Environmental And Construction Material Testing Services is obligated to complete all such Services as set forth in the Work Authorization or in the Schedule (as defined in Paragraph 3.1 hereof) submitted and approved pursuant to this Contract; (3) the amount of compensation Owner is obligated or committed to pay Geotechnical, Environmental And Construction Material Testing Services as set forth in the Work Authorization; or (4) the indemnification obligations of Geotechnical, Environmental And Construction Material Testing Services under the Contract or the Work Authorization. Any additional services (hereinafter the "Additional Services") must be approved in writing in the form of a written and executed amendment to this Contract or applicable Work Authorization prior to starting such Additional Services. OWNER will not be

liable or responsible for the costs of Additional Services commenced without its express prior written approval.

- 2.2 Within a reasonable time after request from Geotechnical, Environmental And Construction Material Testing Services, Owner shall provide, if available, all criteria and information requested by Geotechnical, Environmental And Construction Material Testing Services necessary for Geotechnical, Environmental And Construction Material Testing Services to comply with Owner's requirements for the Services specified in the Work Authorization, including design objectives and constraints, space, capacity and performance requirements, flexibility and expendability, and any budgetary limitations, which may affect the Services.
- 2.3 Within a reasonable time after request from Geotechnical, Environmental And Construction Material Testing Services, Owner will make available to Geotechnical, Environmental And Construction Material Testing Services all reasonably available information in Owner's possession pertinent to the Services specified in the Work Authorization, including existing drawings, specifications, shop drawings, product literature, previous reports and any other data relative to design or construction set forth in the Work Authorization necessary for Geotechnical, Environmental And Construction Material Testing Services to comply with Owner's requirements for the Services specified in the Work Authorization.
- 2.4 Owner shall arrange for access to and make all reasonable provisions for Geotechnical, Environmental And Construction Material Testing Services to enter the site set forth in the Work Authorization (if any) to perform the Services to be provided by Geotechnical, Environmental And Construction Material Testing Services under this Contract. Geotechnical, Environmental And Construction Material Testing Services acknowledges that such access may be provided during times that are not the normal business hours of Geotechnical, Environmental And Construction Material Testing Services.
- 2.5 Owner shall provide written notice to Geotechnical, Environmental And Construction Material Testing Services of any deficiencies or defects discovered by Owner with respect to the Services to be rendered by Geotechnical, Environmental And Construction Material Testing Services hereunder.
- 2.6 Wherever the terms of this Contract refer to some action, consent, or approval (excluding approvals of Additional Services or changes to this Contract) to be provided by Owner or some notice, report or document is to be provided to Owner, such reference to "Owner" shall mean Owner, Owner's staff, or Owner's designee, including Project Manager, unless otherwise stated.

### **ARTICLE 3**

#### **SCHEDULE**

- 3.1 Within ten (10) days of receiving a written Work Authorization from Owner to perform Services hereunder for a particular project ("Project"), Geotechnical, Environmental And Construction Material Testing Services agrees to submit to Owner a computer-generated bar graph time schedule ("Schedule") for the performance of such Services to be provided with respect to the Project. Said Schedule shall be of a form and content satisfactory to Owner. Services to be rendered by Geotechnical, Environmental And Construction Material Testing Services shall be commenced, performed and completed in accordance with the Work Authorization and the Schedule. Time is of the essence with respect to the performance of this Contract, including any and all Projects assigned to Geotechnical, Environmental And Construction Material Testing Services.

- 3.2 Should Geotechnical, Environmental And Construction Material Testing Services be obstructed or delayed in the prosecution or completion of its Services as a result of unforeseeable causes beyond the control of Geotechnical, Environmental And Construction Material Testing Services, including but not restricted to acts of God or of public enemy, acts of government or negligent or intentionally wrongful conduct of Owner, fires, floods, epidemics, quarantine regulations, strikes or lock-outs, and not due to Geotechnical, Environmental And Construction Material Testing Services' own fault or neglect, then Geotechnical, Environmental And Construction Material Testing Services shall notify OWNER in writing within three (3) business days (unless Owner expressly agrees in writing to a longer period of time) after commencement of such delay, stating the cause or causes thereof and requesting a reasonable extension of time, or be deemed to have waived any right which Geotechnical, Environmental And Construction Material Testing Services may have had to request a time extension.
- 3.3 Unless otherwise expressly provided for in the Work Authorization, no interruption, interference, inefficiency, suspension or delay in the commencement or progress of Geotechnical, Environmental And Construction Material Testing Services' Services from any cause whatsoever, including those for which Owner may be responsible in whole or in part, shall relieve Geotechnical, Environmental And Construction Material Testing Services of its duty to perform or give rise to any right to damages or additional compensation from Owner. Geotechnical, Environmental And Construction Material Testing Services expressly acknowledges and agrees that it shall receive no damages for delay. Geotechnical, Environmental And Construction Material Testing Services' sole remedy, if any, against OWNER will be the right to seek an extension of time to its Schedule; provided, however, the granting of any such time extension shall not be a condition precedent to the aforementioned "No Damage For Delay" provision. This paragraph shall expressly apply to claims for early completion, as well as claims based on late completion. Provided, however, if through no fault and neglect of Geotechnical, Environmental And Construction Material Testing Services, the Services to be provided hereunder have been delayed for a total of six (6) months or more, Geotechnical, Environmental And Construction Material Testing Services' compensation shall be equitably adjusted, with respect to those Services that have not yet been performed, to reflect the incremental increase in costs actually experienced by Geotechnical, Environmental And Construction Material Testing Services, if any, as a result of such delays.
- 3.4 Should Geotechnical, Environmental And Construction Material Testing Services fail to commence, provide, perform or complete any of the Services to be provided hereunder in a timely and diligent manner in compliance with this Contract, the Work Authorization and all applicable laws, then, in addition to any other rights or remedies available to Owner hereunder, Owner at its sole discretion and option may withhold any and all payments due and owing to Geotechnical, Environmental And Construction Material Testing Services until such time as Geotechnical, Environmental And Construction Material Testing Services resumes performance of its obligations hereunder in such a manner so as to establish to Owner's satisfaction that Geotechnical, Environmental And Construction Material Testing Services' performance is or will shortly be back on schedule and in compliance with this Contract, the Work Authorization and all applicable laws.
- 3.5 Notwithstanding anything herein to the contrary, this Contract may be renewed annually by OWNER at its sole discretion. If Owner elects not to renew this Contract, it shall send written notice thereof to Geotechnical, Environmental And Construction Material Testing Services at least ten (10) days prior to the annual anniversary date of this Contract. If Owner fails to send said written nonrenewal notice as herein provided, Owner shall be deemed to have elected to renew this Contract. In the event Owner sends said written nonrenewal notice, Owner may provide for either the termination or continued performance of any Services under any outstanding Work Authorizations. If Owner directs Geotechnical, Environmental And Construction Material Testing Services to continue to perform any such Services, Geotechnical, Environmental And Construction Material Testing Services shall continue

performance of such Services in accordance with OWNER'S directions, and this Contract and the applicable Work Authorization(s) shall continue as to such Services until completion.

## ARTICLE 4

### COMPENSATION

- 4.1 Compensation and the manner of payment of such compensation by Owner for Services rendered hereunder by Geotechnical, Environmental And Construction Material Testing Services shall be as prescribed in each written Work Authorization. Geotechnical, Environmental And Construction Material Testing Services agrees to furnish to Owner, within three (3) days after the end of each calendar month, or as specified in the Work Authorization, a comprehensive and itemized statement of charges for the Services performed and rendered by Geotechnical, Environmental And Construction Material Testing Services during that time period, and for any Owner authorized Reimbursable Expenses (as hereinbelow defined), incurred and/or paid by Geotechnical, Environmental And Construction Material Testing Services during that time period. The monthly statement shall be in such form and supported by such documentation as may be required by Owner. All such statements shall indicate the Contract Number, Work Authorization Number, Purchase Order Number and Project Site description (School or Facility Name).
- 4.2 The compensation (whether based upon lump sum, hourly, hourly with a cap or some other agreed-upon formula) contained in each separate Work Authorization shall be based on the hourly rates as set forth and identified in **Exhibit D**, which is attached hereto and incorporated herein by this reference (the "Rate Schedule"), for the time reasonably expended by Geotechnical, Environmental And Construction Material Testing Services' personnel in performing the Services in accordance with the Schedule, the Contract, and the Work Authorization. The Rate Schedule shall be updated by mutual agreement on a yearly basis, in conjunction with the annual renewal of this Contract provided for in paragraph 3.5 above.
- 4.3 OWNER agrees to reimburse Geotechnical, Environmental And Construction Material Testing Services for all necessary and reasonable Reimbursable Expenses incurred or paid by Geotechnical, Environmental And Construction Material Testing Services in connection with Geotechnical, Environmental And Construction Material Testing Services' performance of the Services, at its direct cost with no markup, to the extent such reimbursement is permitted in the Work Authorization. For the purposes hereof, the term "Reimbursable Expenses " shall be deemed to include the following unless otherwise agreed to by Owner or set forth in the Work Authorization:
- 4.3.1 All necessary fees paid by Geotechnical, Environmental And Construction Material Testing Services to governmental authorities having jurisdiction over any Project specified in a Work Authorization, for securing required approval or permitting of the Project or any part of it.
- 4.3.2 The actual, direct cost to Geotechnical, Environmental And Construction Material Testing Services without markup for necessary copying/reproduction of plans and other documents required in connection with any Project specified in the Work Authorization.

Geotechnical, Environmental And Construction Material Testing Services shall obtain the prior written approval of Owner before incurring any expenses other than the aforesaid Reimbursable Expenses, and absent such prior approval, no expenses incurred by Geotechnical, Environmental And Construction Material Testing Services will be deemed to be a Reimbursable Expense.

- 4.4 Geotechnical, Environmental And Construction Material Testing Services shall bear and pay all overhead and other expenses, except for the Reimbursable Expenses specified and defined above, incurred by Geotechnical, Environmental And Construction Material Testing Services in the performance of the Services.
- 4.5 Prior to authorizing Geotechnical, Environmental And Construction Material Testing Services to provide any Services or to incur any Reimbursable Expenses under a Work Authorization pursuant to this Contract, Owner shall request that Geotechnical, Environmental And Construction Material Testing Services in writing advise Owner of (i) the estimated time required of Geotechnical, Environmental And Construction Material Testing Services' personnel and the estimated fees thereof for the proposed Services to be specified in the Work Authorization; and (ii) the estimated charge to Owner for the Reimbursable Expenses applicable to the contemplated Services to be performed by Geotechnical, Environmental And Construction Material Testing Services under the proposed Work Authorization. Geotechnical, Environmental And Construction Material Testing Services shall promptly supply such estimate to Owner based on Geotechnical, Environmental And Construction Material Testing Services' good faith analysis.
- 4.6 Geotechnical, Environmental And Construction Material Testing Services agrees that, with respect to any subconsultant or subcontractor to be utilized by Geotechnical, Environmental And Construction Material Testing Services under any particular Work Authorization, Geotechnical, Environmental And Construction Material Testing Services shall be limited to a maximum markup of \_\_\_% on the fees and expenses associated with such subconsultants and subcontractors.

## **ARTICLE 5**

### **OWNERSHIP AND LICENSE OF DOCUMENTS AND INTELLECTUAL PROPERTY**

- 5.1 The Preliminary Design and the Construction Documents shall become "Instruments of Service" and include all Drawings, Plans, Specifications, and other documents, including those in electronic form, prepared specifically for the subject Project by the Geotechnical, Environmental And Construction Material Testing Services and its consultants. The Geotechnical, Environmental And Construction Material Testing Services agrees to, and Geotechnical, Environmental And Construction Material Testing Services and its consultants shall be deemed to have prepared their respective Instruments of Service as geotechnical, environmental and construction material testing works and works made for hire as defined in 17 U.S.C. §§ 101, 102(a)(8) and 201(b), thereby transferring and vesting in the Owner, pursuant to 17 U.S.C. § 201(d), all common law, statutory, and other reserved rights, including copyrights in the Instruments of Service and in the buildings, improvements, and structures constituting the Project. The Instruments of Service shall include the Space Plan and Design Concept, if any.
- 5.2 Geotechnical, Environmental And Construction Material Testing Services hereby expressly grants, assigns, transfers, and otherwise quitclaims to the Owner, its successors, and assigns, pursuant to 17 U.S.C. § 201(d), all common law, statutory, and other reserved rights, including copyrights in both the Instruments of Service and in the buildings, improvements, and structures embodying the geotechnical, environmental and construction material testing works that constitute the Project, provided that the Owner shall comply with all obligations, including prompt payment of all sums, when due, under this Contract. The Geotechnical, Environmental And Construction Material Testing Services shall obtain similar grants, assignments, transfers, and quitclaims from its consultants consistent with this Contract. The Geotechnical, Environmental And Construction Material Testing Services warrants (and shall cause each of the Geotechnical, Environmental And Construction Material Testing Services

Consultants To Warrant Also) That This Transfer Of Copyright And Other Rights Is Valid Against The World.

- 5.3 The Geotechnical, Environmental And Construction Material Testing Services Hereby Grants, Assigns, Transfers, And Otherwise Quitclaims To The Owner, Without Reservation, All Copyrights To All Project-Related Documents, Models, Computer Drawings, And Other Electronic Expressions, Photographs, And Other Expression Or Instruments Of Service Produced By The Geotechnical, Environmental And Construction Material Testing Services. However, The Geotechnical, Environmental And Construction Material Testing Services Will Retain All Rights To Any Pre-Existing Intellectual Property Or Standard Construction Details Or Conventions Contained In The Instruments Of Service.
- 5.4 All Licenses Granted Herein Or Pursuant To This Contract Are Worldwide, Perpetual And Irrevocable And Shall Continue Even In The Event This Contract Expires Or Is Terminated For Any Reason. Geotechnical, Environmental And Construction Material Testing Services Hereby Consents To Any Use Of Any And All Project Documents By Any Replacement Geotechnical, Environmental And Construction Material Testing Engineers, Contractors, Or Other Professionals Retained By Owner In The Event Of Any Such Expiration Or Termination; Provided, However, Geotechnical, Environmental And Construction Material Testing Services Shall Not Be Liable For Any Of The Design Work Performed By Such Replacement Geotechnical, Environmental And Construction Material Testing Engineers Or Other Professionals. This Paragraph Shall Survive The Expiration Or Termination Of This Contract.
- 5.5 Geotechnical, Environmental And Construction Material Testing Services, Upon Reasonable Request By Owner, Even If Such Request Is Made After Termination Or Expiration Of This Contract For Any Reason, Shall Take All Steps Reasonably Required By Owner To Memorialize, Perfect, Substantiate, Record, Or Evidence All Licenses, Assignments, And Rights Owner Has, Is Due, Or May Have Under Or Pursuant To This Contract, And Shall Do So At No Additional Charge To Owner. This Paragraph Shall Survive The Expiration Or Termination Of This Contract.
- 5.6 The Owner Hereby Grants To The Geotechnical, Environmental And Construction Material Testing Services A Nonexclusive License To Reproduce Such Documents For Purposes Relating Directly To The Geotechnical, Environmental And Construction Material Testing Services' Performance Of Any Project, For The Geotechnical, Environmental And Construction Material Testing Services' Archival Records, And For The Geotechnical, Environmental And Construction Material Testing Services' Reproduction Of Drawings And Photographs For The Design Professional's Marketing Materials Provided That The Content Of Those Materials, As To Each Such Project, Are Approved By The Owner Prior To Publication. No Other Project-Related Documents May Be Reproduced For Any Other Purpose Without The Express Written Permission Of The Owner Or Unless Otherwise Required By Law. The Publication Of The Geotechnical, Environmental And Construction Material Testing Services Materials Shall Not Include The Owner's Confidential Or Proprietary Information.
- 5.7 Geotechnical, Environmental And Construction Material Testing Services Shall, Upon Reasonable Request By Owner, Even If Such Request Is Made After Termination Or Expiration Of This Contract For Any Reason, Or Upon Completion Of The Project Should No Such Request Be Made By The Owner, Provide To Owner (I) Reproducible Copies Of All Project Documents, (Ii) Written Copies Of All Licenses And Assignments Obtained By Geotechnical, Environmental And Construction Material Testing Services From Geotechnical, Environmental And Construction Material Testing Services' Consultants Pursuant To Paragraph 6.1, And (Iii) A Written License From Geotechnical, Environmental And Construction Material Testing Services To Owner pursuant to Paragraph 6.2. Wherever practical, all such copies of the Project Documents shall be provided in both editable electronic form and in hard paper form. Geotechnical, Environmental And Construction

Material Testing Services shall not be responsible for inadvertent errors caused by the electronic transmission of Project Documents, unless it knew or reasonably should have known of such errors and failed to promptly notify Owner in writing. In the event of any discrepancies between any such electronic copies and hard paper copies issued by Geotechnical, Environmental And Construction Material Testing Services, the hard paper copy shall control. This paragraph shall survive the expiration or termination of this Contract.

## **ARTICLE 6**

### **MAINTENANCE OF RECORDS**

- 6.1 Geotechnical, Environmental And Construction Material Testing Services shall keep adequate records and supporting documentation which concerns or reflect its Services hereunder. The records and documentation shall be retained by Geotechnical, Environmental And Construction Material Testing Services for a minimum of three (3) years from the date of termination of this Contract or the date the Services under each Work Authorization are completed, or such longer period of time as may be required by this Contract or applicable law, whichever is later. Owner, or any duly authorized agents or representatives of Owner, shall have the right to audit, inspect and copy all such records and documentation as often as they deem necessary during the period of this Contract and during the period noted above in which the records are to be retained; provided, however, such activity shall be conducted only during normal business hours. This paragraph shall survive the expiration or termination of this Contract.
- 6.2 The records specified above in paragraph 6.1 include accurate time records, which Geotechnical, Environmental And Construction Material Testing Services agrees to keep and maintain, from day to day, showing the time expended by each principal and employee of Geotechnical, Environmental And Construction Material Testing Services in performing the Services and therein specifying the work performed by each, with all such time records to be kept within one-half of an hour. At the request of Owner, or as specified in the Work Authorization, Geotechnical, Environmental And Construction Material Testing Services shall furnish to Owner any of the aforesaid time records, as well as invoices or proofs showing Geotechnical, Environmental And Construction Material Testing Services' incurrence and/or payment of any Reimbursable Expenses.

## **ARTICLE 7**

### **INDEMNITY**

- 7.1 To the fullest extent permitted by law, the Geotechnical, Environmental And Construction Material Testing Services shall indemnify and hold harmless the Owner from and against all liability, claims, damage, loss, liens, costs and expenses, including without limitation attorneys' fees and litigation expenses, to the extent caused by or resulting from the negligence, recklessness, or intentionally wrongful conduct of the Geotechnical, Environmental And Construction Material Testing Services or other persons employed or utilized by the Geotechnical, Environmental And Construction Material Testing Services in the performance of the Contract. In the event the Owner is alleged to be liable on account of alleged acts or omissions, or both, of the Geotechnical, Environmental And Construction Material Testing Services, the Geotechnical, Environmental And Construction Material Testing Services shall defend such allegations through counsel chosen by the Owner, and the Geotechnical, Environmental And Construction Material Testing Services shall bear all costs, fees, and expenses of such defense, including but not limited to, all attorneys' fees and expenses, court costs, expert witness fees and expenses. The Geotechnical, Environmental And Construction Material Testing Services shall not be required to indemnify or hold harmless the Owner against claims for damages, losses, or expenses, including attorneys' fees, to the extent caused by or resulting from the negligence of the Owner.

## ARTICLE 8

### ERRORS AND OMISSIONS INSURANCE

- 8.1 The Geotechnical, Environmental And Construction Material Testing Services shall obtain and maintain, at its sole cost and expense, the following errors, and omissions insurance at all times this Contract is in effect and for a period of three (3) years after Final Completion of each Project:
- 8.1.1 Within five (5) days after the execution of this Contract the Geotechnical, Environmental And Construction Material Testing Services shall file with the Owner the certificate from an insurance company authorized to do business in the State of Georgia showing issuance to Geotechnical, Environmental And Construction Material Testing Services of errors and omissions insurance (professional liability insurance) with minimum limits per claim of 20% of the stated cost limitation set forth in the Work Authorization but not less than the minimum limits of \$2,000,000 per claim coverage, \$2,000,000 aggregate. Such errors and omissions insurance shall have a deductible amount of no more than \$50,000 per claim unless a different deductible amount is (i) agreed upon in writing by the Owner and (ii), if necessary for the benefit of the Owner, approved by the Georgia Department of Education.
- 8.1.2 The insurance policy maintained in accordance with this Contract shall contain an endorsement providing thirty (30) days' notice to the Owner prior to any cancellation of said policy. Said policy shall be written by an insurer acceptable to the Owner and shall be in a form acceptable to the Owner.

## ARTICLE 9

### OTHER INSURANCE

- 9.1 The geotechnical, environmental and construction material testing engineer shall also obtain and maintain, at its sole cost and expense, all insurance in accordance with the requirements of **Exhibit E** attached hereto and incorporated herein by reference.

## ARTICLE 10

### SERVICES BY GEOTECHNICAL, ENVIRONMENTAL AND CONSTRUCTION MATERIAL TESTING SERVICES' OWN STAFF

- 10.1 The Services to be performed hereunder shall be performed by the staff, subconsultants and subcontractors identified in **Exhibit C** attached hereto and incorporated herein by reference, unless otherwise authorized in writing by Owner. The employment of, contract with, or use of the services of any other person or firm by Geotechnical, Environmental And Construction Material Testing Services, as independent consultant or otherwise, shall be subject to the prior written approval of Owner. No provision of this Contract shall, however, be construed as constituting an agreement between Owner and any such other person or firm. Nor shall anything contained herein be deemed to give any such party or any third party any claim or right of action against Owner.

## **ARTICLE 11**

### **WAIVER OF CLAIMS**

- 11.1 Geotechnical, Environmental And Construction Material Testing Services' acceptance of final payment for Services provided under any Work Authorization shall constitute a full waiver of any and all claims by it against Owner arising out of the Work Authorization or otherwise related to those Services, except those previously made in writing and identified by Geotechnical, Environmental And Construction Material Testing Services as unsettled at the time of the final payment. Geotechnical, Environmental And Construction Material Testing Services agrees to execute such lien waivers and other necessary documentation reasonably required by Owner in order to waive such claims of record. Neither the acceptance of Geotechnical, Environmental And Construction Material Testing Services' Services nor payment by Owner shall be deemed to be a waiver of any of Owner's rights against Geotechnical, Environmental And Construction Material Testing Services.

## **ARTICLE 12**

### **TERMINATION OR SUSPENSION**

- 12.1 This Contract is a "continuing contract" for the services of Geotechnical, Environmental And Construction Material Testing Services. It is agreed that either party hereto shall at any and all times have the right and option to terminate this Contract by giving to the other party not less than sixty (60) days' prior written notice of such termination. Upon this Contract being so terminated by either party hereto, neither party hereto shall have any further rights or obligations under this Contract subsequent to the date of termination except for those provisions expressly stated to survive the expiration or termination of this Contract, and except that Owner may require that Services specified to be performed under a previously issued Work Authorization shall proceed to completion under the terms of this Contract.
- 12.2 Geotechnical, Environmental And Construction Material Testing Services shall be considered in material default of this Contract and such default will be considered cause for Owner to terminate this Contract and any Work Authorizations in effect, in whole or in part, as further set forth herein, for any of the following reasons: (a) failure to begin work under the Contract within the times specified under the Work Authorization(s), or (b) failure to properly and timely perform the Services to be provided hereunder or as directed by Owner, or (c) the bankruptcy or insolvency or a general assignment for the benefit of creditors by Geotechnical, Environmental And Construction Material Testing Services or by any of Geotechnical, Environmental And Construction Material Testing Services' principals, partners, officers or directors, or (d) failure to obey laws, ordinances, regulations, Owner's policies and procedures or other codes of conduct, or (e) Geotechnical, Environmental And Construction Material Testing Services otherwise materially breaches this Contract including the terms of any Work Authorization. Owner may so terminate this Contract, in whole or in part, by giving Owner five (5) business days' written notice.
- 12.3 If, after notice of termination of this Contract as provided for in Paragraph 12.2 above, it is determined for any reason that Geotechnical, Environmental And Construction Material Testing Services was not in default, or that its default was excusable, or that Owner otherwise was not entitled to the remedy against Geotechnical, Environmental And Construction Material Testing Services provided for in Paragraph 12.2, and the parties mutually agree to such determination in writing, then the notice of termination given pursuant to Paragraph 12.2 shall be deemed to be the notice of termination provided for in Paragraph 12.4 below and Geotechnical, Environmental And Construction Material Testing Services' remedies against Owner shall be the same as and limited to those afforded Geotechnical, ENVIRONMENTAL And Construction Material Testing Services under Paragraph 12.4 below.

- 12.4 Notwithstanding anything herein to the contrary (including the provisions of Paragraph 12.1 above), OWNER shall have the right to terminate this Contract and any Work Authorization(s) then in effect, in whole or in part, with or without cause upon five (5) business days' written notice to Geotechnical, Environmental And Construction Material Testing Services. In the event of such termination for convenience, Geotechnical, Environmental And Construction Material Testing Services' recovery against Owner shall be limited to that portion of Geotechnical, Environmental And Construction Material Testing Services' compensation earned through the date of termination, for any Work Authorizations so cancelled, together with any retainage withheld and any costs reasonably incurred by Geotechnical, Environmental And Construction Material Testing Services that are directly attributable to the termination, but Geotechnical, Environmental And Construction Material Testing Services shall not be entitled to any other or further recovery against OWNER, including, but not limited to, anticipated fees or profit on Services not required to be performed.
- 12.5 Upon termination, Geotechnical, Environmental And Construction Material Testing Services shall deliver to Owner, as set forth in Paragraph 5.1 herein, all papers, records, documents, Auto CADD files, drawings, calculations, models, and other materials in Geotechnical, Environmental And Construction Material Testing Services' possession or control arising out of or relating to this Contract.
- 12.6 Owner shall have the authority to suspend all or any portions of the Services to be provided by Geotechnical, Environmental And Construction Material Testing Services hereunder upon giving Geotechnical, Environmental And Construction Material Testing Services two (2) business days' prior written notice of such suspension. If all or any portion of the Services to be rendered hereunder are so suspended, Geotechnical, Environmental And Construction Material Testing Services' sole and exclusive remedy shall be to seek an extension of time to its Schedule subject to the procedures set forth in Article 3 herein.

### **ARTICLE 13**

#### **PROHIBITION AGAINST CONTINGENT FEES**

- 13.1 The Geotechnical, Environmental And Construction Material Testing Services by execution of this Contract warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for it, to solicit or secure this Contract and that Geotechnical, Environmental And Construction Material Testing Services has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for it, any fees, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Contract.

### **ARTICLE 14**

#### **CONFLICT OF INTEREST**

- 14.1 Geotechnical, Environmental And Construction Material Testing Services represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of Services required hereunder. Geotechnical, Environmental And Construction Material Testing Services further represents that no persons having any such interest shall be employed to perform those Services.

**ARTICLE 15**

**APPLICABLE LAW**

- 15.1 This Contract shall be governed and construed under the laws of the State of Georgia. Each and every provision required by law to be inserted in this Contract shall be deemed to be inserted herein and the Contract shall be read and enforced as though it were included herein. ser irrevocably consents to the non-exclusive venue of the courts sitting in the county in which the Project is located regarding any matter arising out of or relating to this Contract.

**ARTICLE 16**

**SUCCESSORS AND ASSIGNS**

- 16.1 The Geotechnical, Environmental and Construction Material Testing Engineer shall not assign its rights hereunder, excepting its right to payment, nor shall it delegate any of its duties hereunder without the written consent of the Owner. Subject to the provisions of the immediately preceding sentence, this Contract shall be binding upon each party and its respective successors, assigns and legal representatives.

**ARTICLE 17**

**NO THIRD-PARTY BENEFICIARIES**

- 17.1 Nothing contained herein shall create any relationship, contractual or otherwise, with, or any rights in favor of, any third party.

**ARTICLE 18**

**COOPERATION WITH PROGRAM MANAGER AND CONSTRUCTION MANAGER**

- 18.1 In the event the Owner gives the Geotechnical, Environmental And Construction Material Testing Services written notice that Owner will employ the services of a program manager or construction manager, then the terms of this Article 18 shall apply to the services provided by the Geotechnical, Environmental And Construction Material Testing Services.
- 18.2 In the event the Owner gives the Geotechnical, Environmental And Construction Material Testing Services written notice that Owner will employ the services of a construction manager, the term "contractor" as used in this Contract shall mean "construction manager" and the term "Construction Contract" as used in this Contract shall mean "Construction Management Contract".
- 18.3 The Geotechnical, Environmental And Construction Material Testing Services shall fully cooperate with the Owner's program manager ("Program Manager") and, if applicable, the construction manager ("Construction Manager"). Such cooperation shall include, without limitation, providing any requested information to the Program Manager and, if applicable, the Construction Manager, and advising, meeting with, consulting with, and coordinating with the Program Manager and, if applicable, the Construction Manager.
- 18.4 The Geotechnical, Environmental And Construction Material Testing Services acknowledges that it has received, reviewed, and studied the contract between the Owner and Program Manager. To the extent that the Program Manager is authorized by its contract with Owner to act as the agent of the Owner, Geotechnical, Environmental And Construction Material Testing Services agrees to comply with all directions and instructions given by the Program Manager. To the extent that the Program Manager is authorized and responsible for

providing certain services delegated to the Geotechnical, Environmental And Construction Material Testing Services hereinabove, the Geotechnical, Environmental And Construction Material Testing Services' role with reference thereto shall be to advise, consult, and cooperate with the Program Manager in its provisions of such services.

- 18.5 The Geotechnical, Environmental And Construction Material Testing Services is not a third-party beneficiary of any agreement by and between Owner and the Program Manager or any Construction Manager. It is expressly acknowledged and agreed that Geotechnical, Environmental And Construction Material Testing Services' duties to Owner are independent of, and are not diminished by, any duties owed to Owner by the Program Manager or any Construction Manager.

#### **ARTICLE 19**

#### **ASBESTOS STATEMENT**

- 19.1 The Geotechnical, Environmental And Construction Material Testing Services shall sign and deliver to the Owner the Asbestos Exclusion Certification, attached hereto as **Exhibit F** and incorporated herein by reference, or in such other form as may be required by Owner or the Georgia Department of Education, at such time as the Owner may require.

#### **ARTICLE 20**

#### **MANDATORY ADDENDUM TO THE OWNER/GEOTECHNICAL, ENVIRONMENTAL AND CONSTRUCTION MATERIAL TESTING SERVICES AGREEMENT**

- 20.1 Pursuant to the requirements of the Georgia Department of Education, the "Mandatory Addendum to the Owner/Geotechnical, Environmental and Construction Material Testing Services Agreement For Projects Funded in Whole or in Part with State Capital Outlay Funds" attached hereto as **Exhibit H** is hereby incorporated herein and made a part hereof to the extent that the Geotechnical, Environmental And Construction Material Testing Services' Services are for the design and supervision of a state-funded capital outlay construction project.

#### **ARTICLE 21**

#### **ENTIRE AGREEMENT**

- 21.1 With the exception of any future Work Authorizations, which are incorporated herein by reference, this Contract constitutes the entire and exclusive agreement between the parties with reference to the Services and supersedes any and all prior communications, discussions, negotiations, understandings, or agreements between the parties, whether oral or written.

#### **ARTICLE 22**

#### **MODIFICATION**

- 22.1 No modification, amendment, or change to this Contract shall be valid or binding upon the parties unless in writing and executed by both OWNER and the GEOTECHNICAL, ENVIRONMENTAL AND CONSTRUCTION MATERIAL TESTING SERVICES.

**ARTICLE 23**

**NOTICES AND ADDRESS OF RECORD**

23.1 All notices required or permitted pursuant to this Contract to be given by Geotechnical, Environmental And Construction Material Testing Services to Owner shall be in writing and shall be delivered by hand or by United States Postal Service, first class registered or certified mail, postage pre-paid, return receipt requested, or by overnight delivery by a nationally recognized carrier such as FedEx or UPS, addressed to the following Owner's address of record:

DeKalb County School District Facilities Services  
Sam A. Moss Service Center  
1780 Montreal Road  
Tucker, Georgia 30084  
Attention: Chief Operating Officer

23.2 All notices required or permitted pursuant to this Contract to be given by Owner to Geotechnical, Environmental And Construction Material Testing Services shall be made in writing and shall be delivered by hand or by the United States Postal Service, first class registered or certified mail, postage pre-paid, return receipt requested, or by overnight delivery by a nationally recognized carrier such as FedEx or UPS, addressed to the following Geotechnical, Environmental And Construction Material Testing Services' address of record:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ATTENTION: \_\_\_\_\_

23.3 Either party may change its address of record by written notice to the other party given in accordance with requirements of this Article.

23.4 All notices shall be deemed received, whether or not actually received: i) if by personal delivery, on the date of acceptance or refusal of such delivery, ii) if by registered or certified mail, three (3) business days after deposit with the United States Postal Service, and iii) if by overnight delivery, one (1) business day after deposit with the overnight delivery service.

**ARTICLE 24**

**MISCELLANEOUS**

24.1 Throughout the performance of its duties under this Contract, the Geotechnical, Environmental And Construction Material Testing Services shall comply with, and shall provide all services necessary for the Owner to comply with, all laws applicable to the design of the Project or the administration of the Construction Contract (as defined in Paragraph 18 hereof), including without limitation the rules, guidelines, and other requirements of the State of Georgia Environmental Protection Division, the State of Georgia Department of Education and the ordinances and codes of DeKalb County, Georgia and any applicable municipality.

24.2 Unless otherwise expressly provided to the contrary in this Contract, the term "day" shall mean calendar day. The term "business day" shall mean all days of the week excluding Saturdays and Sundays and all legal holidays observed by Owner.

- 24.3 In addition to, and not in limitation of, the Geotechnical, Environmental And Construction Material Testing Services' other obligations under this Contract, the Geotechnical, Environmental And Construction Material Testing Services shall, without additional compensation, promptly assist the Owner in resolving any problems arising out of, resulting from or relating to the design of the Project or the materials or equipment specified by the Geotechnical, Environmental And Construction Material Testing Services or its consultant(s).
- 24.4 Any claim, dispute or other matter in question arising out of or related to this Contract shall be subject to mediation as a condition precedent to the institution of legal or equitable proceedings by either party. If such matter relates to or is the subject of a lien arising out of the Geotechnical, Environmental And Construction Material Testing Services, The Geotechnical, Environmental And Construction Material Testing Services may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation. The Owner and Geotechnical, Environmental And Construction Material Testing Services shall endeavor to resolve claims, disputes and other matters in question between them by mediation which, unless the parties mutually agree otherwise, shall be in accordance with the Construction Industry Mediation Rules of the American Arbitration Association currently in effect. Request for mediation shall be filed in writing with the other party to this Contract and with the American Arbitration Association. The request may be made concurrently with the filing of a civil action but, in such event, mediation shall proceed in advance of legal or equitable proceedings, which may be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or a court order. The parties shall share the responsibility for the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Subject to the express approval of the DeKalb County Board of Education, agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.
- 24.5 Georgia Security And Immigration Compliance Act Requirements. Geotechnical, Environmental And Construction Material Testing Services certifies its compliance with Illegal Immigration Reform and Enforcement Act of 2011 and specifically those provisions codified at O.C.G.A. § 13-10-90, *et seq.* Geotechnical, Environmental And Construction Material Testing Services warrants that it has registered with and uses the federal work authorization program commonly known as "E-Verify." Geotechnical, Environmental And Construction Material Testing Services further agrees that if it contracts for the physical performance of Services in satisfaction of this Contract, it will do so only with firms who present an affidavit as required by O.C.G.A. § 13-10-91. Geotechnical, Environmental and Construction Material Testing Services warrants that it will include a similar provision in all contracts entered into with subcontractors for the physical performance of Services in satisfaction of this Contract. The Geotechnical, Environmental And Construction Material Testing Services shall sign and deliver to the Owner a Geotechnical, Environmental and Construction Material Testing Services Affidavit, in the form attached hereto as **Exhibit I** and shall have any subcontractors sign and deliver to the Geotechnical, Environmental And Construction Material Testing Services a Subcontractor Affidavit in the form attached hereto as **Exhibit J**.
- 24.6 Geotechnical, Environmental And Construction Material Testing Services acknowledges that pursuant to state law, as well as Owner's policies, any person listed on the Georgia Violent Sex Offender Registry maintained by the Georgia Bureau of Investigation is prohibited from being within 1,000 feet of the site of any Project. Grantee shall comply with all relevant laws, rules and regulations, including without limitation, the aforementioned state law, in the performance of any activities on the site.
- 24.6 No failure of Owner to exercise any power given Owner under this Contract, or to insist upon strict compliance by Geotechnical, Environmental And Construction Material Testing Services Of Geotechnical, Environmental And Construction Material Testing Services' obligations hereunder, and no custom or practice of the parties at variance with the terms

hereof will constitute a waiver of Owner's right to demand strict compliance with the terms hereof.

- 24.7 Owner shall be excused from the performance of any of its obligations under this Contract for the period of any delay resulting from any cause beyond its control, including, without limitation, labor disputes, governmental regulations or controls, fires or other casualties, natural disasters, acts of God, or any inability to obtain supplies or other difficulties beyond the reasonable control of Owner.
- 24.8 If any clause or provision of this Contract is found by a court of competent jurisdiction to be illegal, invalid, or unenforceable, then such terms shall be stricken from the Contract and the unaffected terms and provisions shall remain in full force and effect.
- 24.9 Each covenant, agreement, obligation or other provision of this Contract on Geotechnical, Environmental And Construction Material Testing Services' part to be performed shall be deemed and construed as independent covenants of Geotechnical, Environmental And Construction Material Testing Services, not dependent on any other provisions of this Contract.
- 24.10 This Contract may be executed in multiple counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. For purposes of this Contract, any signature transmitted by facsimile or electronically via e-mail shall be considered to have the same legal and binding effect as any original signature.
- 24.11 Each individual executing this Contract on behalf of Geotechnical, Environmental And Construction Material Testing Services represents and warrants that he or she is duly authorized to execute this Contract on behalf of Geotechnical, Environmental And Construction Material Testing Services, and that Geotechnical, Environmental And Construction Material Testing Services has full right and authority to execute and deliver this Contract.

***[SIGNATURES ON NEXT PAGE]***

OWNER:

GEOTECHNICAL, ENVIRONMENTAL AND  
CONSTRUCTION MATERIAL TESTING  
SERVICES:

DEKALB COUNTY BOARD OF EDUCATION

\_\_\_\_\_  
*[Typed Name]*

By: \_\_\_\_\_  
*[Signature]*

By: \_\_\_\_\_  
*[Signature]*

Mr. Dijon DaCosta, Sr., Board Chairperson  
*[Printed Name, Title]*

\_\_\_\_\_  
*[Printed Name, Title]*

By: \_\_\_\_\_  
*[Signature]*

Dr. Devon Q. Horton, Superintendent  
*[Printed Name, Title]*

1701 Mountain Industrial Blvd.

\_\_\_\_\_

Stone Mountain, Georgia 30083  
*[Printed Address]*

\_\_\_\_\_  
*[Printed Address]*

\_\_\_\_\_  
*[Date of Execution]*

\_\_\_\_\_  
*[Date of Execution]*

\_\_\_\_\_  
Erick Hofstetter, Chief Operating Officer

**EXHIBIT "A"**

**LIST OF PROPOSAL DOCUMENTS FOR THE PROJECT**

*[Here insert or attach list of document(s) for the Project, incorporated herein by reference.]*

**EXHIBIT "B"**

**WORK AUTHORIZATION FORM**

This Work Authorization, dated \_\_\_\_\_ 20\_\_\_\_\_, is hereby issued pursuant to that certain Continuing Contract for Professional Services ("Contract"), dated \_\_\_\_\_ 20\_\_\_\_\_, between The DeKalb County Board of Education ("Owner") and \_\_\_\_\_ ("Geotechnical, Environmental and Construction Material Testing Services").

All terms used herein shall have the same meaning as defined in the Contract unless otherwise noted herein. In consideration of the mutual covenants and agreements set forth below, Owner and Geotechnical, Environmental and Construction Material Testing Services agree as follows:

**PROJECT NAME AND NUMBER**

Owner is undergoing a project for the \_\_\_\_\_ ***[describe project]*** known as \_\_\_\_\_ ***[school or facility name/project name]*** and having project number \_\_\_\_\_ ***[project number, if applicable]*** (hereinafter, the "Project").

**SCOPE OF SERVICES**

Owner hereby authorizes Geotechnical, Environmental and Construction Material Testing Services to provide the following Services for the Project:

**SCHEDULE**

The Services under this Work Authorization shall commence by \_\_\_\_\_ and shall be completed by \_\_\_\_\_. A detailed Services schedule is attached.

**COMPENSATION**

The compensation for the Services under this Work Authorization shall be as follows:

**EXHIBIT "C"**

**STAFFING SCHEDULE**

**EXHIBIT "D"**  
**RATE SCHEDULE**

## EXHIBIT "E"

### OTHER INSURANCE

1.1 The GEOTECHNICAL, ENVIRONMENTAL AND CONSTRUCTION MATERIAL TESTING SERVICES shall maintain the following other insurance at all times this Contract is in effect and for a period of six (6) years after Final Completion of the Project. The GEOTECHNICAL, ENVIRONMENTAL AND CONSTRUCTION MATERIAL TESTING SERVICES shall secure the following insurance at his own expense and shall file Certificates of Insurance with the Owner within five (5) days after the execution of this Contract. Insurance will not be acceptable unless written by a Company licensed by the State Insurance Department to do business in Georgia at the time the policy is issued and the company must in addition be acceptable to the Owner.

1.1.1 Workmen's Compensation and Employer's Liability to statutory limits.

1.1.2 Comprehensive Commercial General Liability ("CGL") including Owner's & Contractor's Protective with the following limits;

- (a) General Aggregate: \$2,000,000, which shall apply on a per-project basis;
- (b) Products and Completed Operations Aggregate: \$1,000,000;
- (c) Personal & Advertising Injury: \$1,000,000;
- (d) Each Occurrence: \$1,000,000;
- (e) Fire Damage (Any one fire): \$50,000; and,
- (f) Medical Expense (Any one person): \$5,000.

1.1.3 Automobile Liability (owned, non-owned, hired) with combined single limit of \$2,000,000 annual aggregate, \$1,000,000 per occurrence.

1.1.4 Professional Liability (Errors and Omissions); as per Article 8 of the Contract.

1.1.5 Excess/Umbrella Liability Insurance with limits of at least \$5,000,000 per occurrence and in the aggregate which shall provide excess coverage above all insurance described in this Section 1.1.

1.1.6 The Owner and the GEOTECHNICAL, ENVIRONMENTAL AND CONSTRUCTION MATERIAL TESTING SERVICES waive all rights against (1) each other and any of their subcontractors, subconsultants, agents and employees, each of the other, and (2) the Contractor, the Contractor subcontractors, if any, and any of their subcontractors, sub-contractors, agents and employees, for damages caused by fire or other causes of loss to the extent fully covered by property insurance obtained pursuant to Paragraph 1.1.2(e) above or other property insurance applicable to the Project, except such rights as they have to proceeds of such insurance held by the GEOTECHNICAL, ENVIRONMENTAL AND CONSTRUCTION MATERIAL TESTING SERVICES as fiduciary.

1.2 The Owner and DeKalb County School District shall be included as additional insured on the coverages specified in subparagraphs 1.1.2, 1.1.3 and 1.1.5 and shall be indicated as such on certificates of insurance required herein.

1.2.1 With respect to CGL Insurance only, all CGL insurance policies shall contain additional insured endorsements forms CG 20 10 11 85, CG 20 10 10 01, CG 20 37 10

01, or their substantial equivalents, so that the policies provide additional insured coverage for (a) both ongoing and completed operations; and (b) liability “arising out of” GEOTECHNICAL, ENVIRONMENTAL AND CONSTRUCTION MATERIAL TESTING Services’ work.

1.2.2 Each certificate shall contain a provision that coverages afforded under the policies will not be canceled, changed or allowed to expire until thirty (30) days after the Owner has received written notice evidenced by return receipt of registered letter.

1.2.3 Each primary and excess/umbrella CGL and Automobile Liability insurance policy required to be maintained by the GEOTECHNICAL, ENVIRONMENTAL AND CONSTRUCTION MATERIAL TESTING SERVICES and any of its subcontractors or subconsultants shall be primary to and non-contributory with any insurance carried by the Owner and DeKalb County School District, such that no primary, excess or umbrella insurance carried by the Owner or DeKalb County School District shall be required to respond to any claim, suit or demand, if at all, until all applicable primary and excess/umbrella CGL and Automobile Liability insurance policies maintained by the GEOTECHNICAL, ENVIRONMENTAL AND CONSTRUCTION MATERIAL TESTING SERVICES and any of its subcontractors and subconsultants have been exhausted.

1.2.4 The primary, excess/umbrella CGL and Automobile Liability insurance policies maintained by the GEOTECHNICAL, ENVIRONMENTAL AND CONSTRUCTION MATERIAL TESTING SERVICES and any of its subcontractors or subconsultants shall not contain any insured vs. insured, cross-liability or cross-claim exclusion or endorsement barring coverage for any claims by the Owner or DeKalb County School District against the GEOTECHNICAL, ENVIRONMENTAL AND CONSTRUCTION MATERIAL TESTING SERVICES or any other insured under said policies.

1.3 In the event that the GEOTECHNICAL, ENVIRONMENTAL AND CONSTRUCTION MATERIAL TESTING SERVICES elects to retain subcontractors or subconsultants and the Owner approves said retention, the GEOTECHNICAL, ENVIRONMENTAL AND CONSTRUCTION MATERIAL TESTING SERVICES shall require all such subcontractors and subconsultants to comply with the insurance and notice requirements of this **Exhibit E**, including but not limited to (a) maintaining the types and amounts of insurance described in this **Exhibit E**; and (b) having the DeKalb County Board of Education and DeKalb County School District named as additional insureds on all such insurance pursuant to Paragraph 1.2 of this **Exhibit E**. The GEOTECHNICAL, ENVIRONMENTAL AND CONSTRUCTION MATERIAL TESTING SERVICES assumes all liability for its subcontractors’ and subconsultants’ failure to comply with insurance provisions of this **Exhibit E**.

**EXHIBIT "F"**

**ASBESTOS EXCLUSION CERTIFICATION FORM  
(NEW CONSTRUCTION & ADDITIONS ONLY)**

In compliance with Asbestos Hazard Emergency Response Act (AHERA) Part 763 "Asbestos", Subpart E "Asbestos-Containing Materials in Schools", Section 763.99 "Exclusions" paragraph (a) (7), I \_\_\_\_\_, the Geotechnical, Environmental and Construction Material Testing Services

**(Geotechnical, Environmental and Construction Material Testing Services)**

of record for \_\_\_\_\_, \_\_\_\_\_  
**(Project Name) (Substantial Completion Date)**

located in DeKalb County School District, \_\_\_\_\_ (the "Project")  
**(School System Name) (State Project Number)**

certify that ***[initial one of the following]:***

(i) to my actual knowledge, no Asbestos Containing Building Material (ACBM) was specified as a building material in any construction document for the Project. ***[initial if applicable]:*** \_\_\_\_\_

or

(ii) to the best of my knowledge, no ACBM was used as a building material on the Project. ***[initial if applicable]:*** \_\_\_\_\_

\_\_\_\_\_  
**(Geotechnical, Environmental and Construction Material Testing Services)**

\_\_\_\_\_  
**(Signature of Geotechnical, Environmental and Construction Material Testing Services)**

\_\_\_\_\_  
**(Date)**

\_\_\_\_\_  
**(Georgia Geotechnical, Environmental and Construction Material Testing Services License Number)**

\_\_\_\_\_  
**(Seal and Signature)**

**EXHIBIT "G"**

**GEOTECHNICAL, ENVIRONMENTAL AND CONSTRUCTION MATERIAL TESTING  
SERVICES PROPOSAL**

**EXHIBIT “H”**

**MANDATORY ADDENDUM TO THE  
OWNER/GEOTECHNICAL, ENVIRONMENTAL AND CONSTRUCTION MATERIAL TESTING  
SERVICES AGREEMENT  
(DESIGN AND SUPERVISION OF A STATE-FUNDED CAPITAL OUTLAY CONSTRUCTION  
PROJECT ONLY)**

The Owner may use any form of agreement mutually agreed upon by the Owner and Geotechnical, Environmental and Construction Material Testing Services to contract for the Geotechnical, Environmental and Construction Material Testing Services for any project funded in whole or in part with State Capital Outlay Funds provided by the Georgia Department of Education (“GaDOE”); provided, however, that this Mandatory Addendum must and shall be incorporated into the Owner and Geotechnical, Environmental and Construction Material Testing Services selected form of agreement on any such State Capital Outlay Funded project. In the event of a conflict or inconsistency between the terms and conditions of the selected form of agreement and this Mandatory Addendum, the terms and conditions of this Mandatory Addendum shall prevail and govern over conflicting or inconsistent terms and conditions of the selected form of agreement. This Mandatory Addendum shall not be modified without prior written consent of the GaDOE. THE GaDOE SHALL NOT RELEASE ANY STATE CAPITAL OUTLAY FUNDS FOR AN APPROVED CAPITAL OUTLAY PROJECT IF THIS MANDATORY ADDENDUM IS NOT MADE A PART OF THE OWNER/ Geotechnical, Environmental and Construction Material Testing Services CONTRACT.

1. For purposes of this Mandatory Addendum, notwithstanding terminology used in the Owner/ Geotechnical, Environmental and Construction Material Testing Services Contract, the following terms are defined to mean:
  - a. “Geotechnical, Environmental and Construction Material Testing Services” shall be the Geotechnical, Environmental and Construction Material Testing Services, whether individually or as a firm or other legal entity, engaged to perform the Geotechnical, Environmental and Construction Material Testing Services.
  - b. “Geotechnical, Environmental and Construction Material Testing Services” shall be the scope of the Geotechnical, Environmental and Construction Material Testing Services for the Project set forth in the Contract, including the services and requirements set forth in this Mandatory Addendum.
  - c. “Owner” shall be the Local Board of Education that is engaging the Geotechnical, Environmental and Construction Material Testing Services to perform the Geotechnical, Environmental and Construction Material Testing Services for the Project.
  - d. “Contract” shall be the form of agreement between the Owner and the Geotechnical, Environmental and Construction Material Testing Services, to which this Mandatory Addendum is attached and is a part, and shall set forth the Geotechnical, Environmental and Construction Material Testing Services for the Project.
  - e. “Project” shall be the Project for which the Geotechnical, Environmental and Construction Material Testing Services are engaged and performed pursuant to the Contract.
  - f. “Program” shall be the Owner’s policies, purposes, concepts, goals and objectives, and design, construction, scheduling, budgetary or operational needs, restrictions, or requirements for the Project.



that the review process may proceed orderly, efficiently and does not impede the Project or the Program.

6. The Geotechnical, Environmental and Construction Material Testing Services assumes full responsibility to the Owner for the acts and omissions of the Geotechnical, Environmental and Construction Material Testing Services and the Geotechnical, Environmental and Construction Material Testing Services' consultants, subconsultants and employees in connection with the Contract, the Project and the Program.
7. The Geotechnical, Environmental and Construction Material Testing Services agrees to design the Project within the Owner's budgetary limits and consistent with the Owner's Program for the construction of the Project which shall be referred to as the **Stated Cost Limitation**, as follows:

The **Stated Cost Limitation** for the Project shall be \$\_\_\_\_\_, which is composed of:

**State Capital Outlay Funds** in the amount of \$\_\_\_\_\_, and

**Required Local Funds** in the amount of \$\_\_\_\_\_, and

**Additional Required Local Funds** in the amount of \$\_\_\_\_\_.

8. The Geotechnical, Environmental and Construction Material Testing Services shall provide reasonably reliable cost estimates to the Owner at the following design stages: (1) Preliminary Plans and Specifications stage, (2) 65% completion stage, and (3) Check Set Plans and Specifications stage (95% completion).
9. In the event the Geotechnical, Environmental and Construction Material Testing Services' final project cost estimate (at Check Set Plans and Specifications stage) exceeds the **Stated Cost Limitation** for the Project, the Owner may require the Geotechnical, Environmental and Construction Material Testing Services, at no additional cost to the Owner, to consult with the Owner and to revise the design so as to enable the Owner to obtain a final cost for the Project at or below the **Stated Cost Limitation**. The Geotechnical, Environmental and Construction Material Testing Services acknowledges and agrees that the **Stated Cost Limitation** shall not be exceeded except as provided herein; provided, however, the Geotechnical, Environmental and Construction Material Testing Services further acknowledges and agrees that budgetary limitations are never a justification for breach, disregard or circumvention of sound principles of Geotechnical, Environmental and Construction Material Testing Services. Therefore, the Geotechnical, Environmental and Construction Material Testing Services shall take no calculated risks in the design of the Project. The Geotechnical, Environmental and Construction Material Testing Services agrees that, in the event that the Geotechnical, Environmental and Construction Material Testing Services determines that the Project cannot be designed so as to be fully and finally constructed within the **Stated Cost Limitation** and in keeping with sound principles of design, the Geotechnical, Environmental and Construction Material Testing Services will give written notice of such determination immediately, and in no event more than seven (7) days after the Geotechnical, Environmental and Construction Material Testing Services makes such a determination, to the Owner and to the GaDOE Facilities Services Unit.

10. The **Stated Cost Limitation** may be amended by written mutual agreement signed by the Owner and the Geotechnical, Environmental and Construction Material Testing Services at any time after the Contract between the Geotechnical, Environmental and Construction Material Testing Services and Owner is executed. Prior to such amendment, the Geotechnical, Environmental and Construction Material Testing Services shall provide the Owner with reliable and verifiable evidence through either internal-Geotechnical, Environmental and Construction Material Testing Services estimates, third party estimates, materials supplier quotes, or other industry best management practices standards to establish that an increase in the **Stated Cost Limitation** is warranted and justifiable. The Owner reserves the right to request additional supporting documentation substantiating the need to increase the **Stated Cost Limitation**. The Owner reserves and has the right, in its sole discretion, to refuse to increase the **Stated Cost Limitation**.
11. All plans, specifications, design calculations, designs, drawings, or other documents or data produced pursuant to the Contract by the Geotechnical, Environmental and Construction Material Testing Services, or the Geotechnical, Environmental and Construction Material Testing Services' consultants, subconsultants, or employees shall be the sole property of the Owner regardless of the stage in which the development of the design has progressed, and shall be delivered to the Owner upon request. The Owner shall retain all ownership rights with regard to such plans, specifications, design calculations, designs, drawings, or other documents or data produced pursuant to the Contract.
12. The Geotechnical, Environmental and Construction Material Testing Services shall provide and maintain Professional Liability Insurance at all times this Contract is in effect and for a period of six (6) years after execution by the Geotechnical, Environmental and Construction Material Testing Services of the "Certificate of Final Completion" indicating final completion of the Project, with a minimum level of coverage as described herein below. Said coverage shall be written by an insurer licensed to do business in the State of Georgia and acceptable to the Owner.

Before the Owner executes the Contract, the Geotechnical, Environmental and Construction Material Testing Services shall provide the Owner and the GaDOE Facility Services Unit with a valid Certificate of Insurance showing that the Geotechnical, Environmental and Construction Material Testing Services is then insured with Professional Liability (Errors and Omissions) Insurance with limits not less than the following:

- i. With minimum limits per claim of 20% of the stated cost limitation set forth in the Work Authorization but not less than the minimum limits of \$2,000,000 per claim coverage, \$2,000,000 aggregate.
- ii. Workmen's Compensation and Employer's Liability to statutory limits.

- iii. Comprehensive Commercial General Liability (“CGL”) including Owner’s & Contractor’s Protective with the following limits;
  - (a) General Aggregate: \$2,000,000, which shall apply on a per-project basis;
  - (d) Products and Completed Operations Aggregate: \$1,000,000;
  - (e) Personal & Advertising Injury: \$1,000,000;
  - (g) Each Occurrence: \$1,000,000;
  - (h) Fire Damage (Any one fire): \$50,000; and,
  - (i) Medical Expense (Any one person): \$5,000.
- iv. Automobile Liability (owned, non-owned, hired) with combined single limit of \$2,000,000 annual aggregate, \$1,000,000 per occurrence.

For such period of time that Professional Liability insurance is required for the Project, as set forth above, the Geotechnical, Environmental and Construction Material Testing Services shall provide the Owner with an updated or renewed Certificate of Insurance at least annually, or more frequently if requested by the Owner, showing the required coverage and limits of coverage remain in place.

- 13. The Geotechnical, Environmental and Construction Material Testing Services shall carefully inspect the work of the Contractor within 24 hours of the Owner’s request, and shall also, **at a minimum, inspect work at the Project site** \_\_\_\_\_, and in any event, no less frequent than once per month. At least once per month, the inspection shall be performed by an Geotechnical, Environmental and Construction Material Testing Services Engineer licensed in the State of Georgia. The purpose of such inspections, among other things, shall be to determine the quality and quantity of the work in comparison with the requirements of the contract documents for the Project. In performing such inspections, the Geotechnical, Environmental and Construction Material Testing Services shall advise the Owner of: deficient or defective work; real or potential delays in the schedule or the work of the Project; and, requests for payment by the Contractor which could constitute overpayment for work not yet performed or completed. Within three (3) days of each site visit, the Geotechnical, Environmental and Construction Material Testing Services shall submit a written report of such site visit which, in addition to the information required by the preceding sentence, shall include and convey any relevant information, comments or recommendations to the Owner.
- 14. The Geotechnical, Environmental and Construction Material Testing Services shall provide Owner a set of “Record Plans and Specifications” within thirty (30) days after execution by the Geotechnical, Environmental and Construction Material Testing Services of the “Certificate of Substantial Completion.” Such “Record Plans and Specifications” shall include any authorized change orders, actual locations of all utility lines, and any other appropriate information. The drawings shall be presented in a Computer Aided Drafting (CAD) format or other format of the Owner’s choice, and the specifications shall be presented in a word processing format of the Owner’s choice.
- 15. The Contract executed between the Owner and the Geotechnical, Environmental and Construction Material Testing Services, to which this Mandatory Addendum is a part, shall include a provision for the termination of the Geotechnical, Environmental and Construction Material Testing Services (or be deemed to include this Paragraph 15) giving

the Owner the rights of (1) termination of the Geotechnical, Environmental and Construction Material Testing Services with cause and (2) termination of the Geotechnical, Environmental and Construction Material Testing Services without cause. In the event of termination, the Owner shall pay the Geotechnical, Environmental and Construction Material Testing Services for the reasonable value of the Geotechnical, Environmental and Construction Material Testing Services performed by the Geotechnical, Environmental and Construction Material Testing Services prior to the termination. Payment for the Geotechnical, Environmental and Construction Material Testing Services rendered prior to termination shall be based on statements properly submitted by the Geotechnical, Environmental and Construction Material Testing Services to the Owner and supported by time sheets, invoices and such other supporting documentation that the Owner may reasonably require; provided, however, that in no event shall the total payment to the Geotechnical, Environmental and Construction Material Testing Services exceed an amount equal to the percentage of completion of the Geotechnical, Environmental and Construction Material Testing Services for the Project at the time of termination.

16. The Geotechnical, Environmental and Construction Material Testing Services shall be responsible for the timely submittal and completion of all forms required by GaDOE and shall respond to GaDOE comments on submittals within twenty-one (21) days of receipt of GaDOE comments. Such forms may be obtained from the Facilities Services Unit, Georgia Department of Education, 1670 Twin Towers East, 205 Jesse Hill Jr. Drive, SE, Atlanta, Georgia 30334. At the close of the Project, the Geotechnical, Environmental and Construction Material Testing Services shall submit an **“Geotechnical, Environmental and Construction Material Testing Services Certification”** form, as provided by the GaDOE, to the Owner. Unless the Geotechnical, Environmental and Construction Material Testing Services are terminated by the Owner before final completion of the Project, the completion and submittal of this form is required prior to the Owner’s release of the final payment to the Geotechnical, Environmental and Construction Material Testing Services.
17. All Geotechnical, Environmental and Construction Material Testing Services plans and specifications shall bear the signature and seal of the Geotechnical, Environmental and Construction Material Testing Services, which shall be licensed to practice in the State of Georgia. Civil, survey, structural, electrical, and mechanical plans and specifications shall bear the signature and seal of the respective engineer, who shall be licensed to practice in the State of Georgia.
18. A fully executed copy of the Contract between the Owner and the Geotechnical, Environmental and Construction Material Testing Services, including a completed copy of this Mandatory Addendum, must be filed with the GaDOE Facilities Services Unit.

OWNER:

GEOTECHNICAL, ENVIRONMENTAL  
AND CONSTRUCTION MATERIAL  
TESTING SERVICES:

DEKALB COUNTY BOARD OF EDUCATION

\_\_\_\_\_

By: \_\_\_\_\_  
[Signature]

By: \_\_\_\_\_  
[Signature]

Mr. Dijon DaCosta, Sr., Board Chairperson  
[Printed Name, Title]

\_\_\_\_\_  
[Printed Name]

By: \_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[Title]

Dr. Devon Q. Horton, Superintendent  
[Printed Name, Title]

1701 Mountain Industrial Blvd.

\_\_\_\_\_

Stone Mountain, Georgia 30083  
[Printed Address]

\_\_\_\_\_  
[Printed Address]

\_\_\_\_\_  
[Date of Execution]

\_\_\_\_\_  
[Date of Execution]

## EXHIBIT "I"

### CONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. 13-10-91, and attests **under oath** that:

(1) the individual, firm, or corporation ("Contractor") which is contracting with the DeKalb County Board of Education has registered with, is authorized to use, uses, and will continue throughout the contract term to use and participate in, a federal work authorization program [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91, as amended. As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

(2) Contractor's correct user identification number and date of authorization is set forth herein below.

(3) Contractor agrees that the Contractor will not employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the DeKalb County Board of Education, unless at the time of the contract said subcontractor:

(a) is registered with and participates in the federal work authorization program;

(b) provides Contractor with a duly executed, notarized affidavit with the same affirmations, agreements, and information as contained herein and in such form as required under applicable law; and

(c) agrees to provide Contractor with notice of receipt and a copy of every sub-subcontractor Affidavit or other applicable verification procured by subcontractor at the time of contract with the sub-subcontractor(s) within five (5) business days after receiving the said Affidavit or verification.

Contractor agrees to maintain records of such compliance and to provide notice of receipt and a copy of each such subcontractor Affidavit or other permissible verification to the DeKalb County Board of Education at the time the subcontractor(s) is retained to perform such service or within five (5) days after receiving the said Affidavit or verification, whichever first occurs.

(4) Contractor further agrees to and shall provide DeKalb County Board of Education with copies of all other affidavits or other applicable verification received by Contractor (i.e.: sub-contractor affidavits and all other lower tiered affidavits) within five (5) days of receipt.

\_\_\_\_\_  
EEV/Basic Pilot Program User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
If an applicable Federal work authorization program as described above is used, other than the EV/Basic Pilot Program, please identify the program.

\_\_\_\_\_  
Company Name / Contractor Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
BY: Signature of Authorized Officer or Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Officer or Agent of Contractor

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

## EXHIBIT "J"

### SUBCONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, and attests **under oath** that:

(1) the undersigned individual, firm or corporation ("Subcontractor") is engaged in the physical performance of services under a contract with \_\_\_\_\_ (*name of Contractor*), which has a contract with the DeKalb County Board of Education.

(2) Subcontractor has registered with, is authorized to use, uses, and will continue throughout the contract term to use and participate in, a federal work authorization program [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91. As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

(3) Subcontractor's correct user identification number and date of authorization is set forth herein below.

(4) Subcontractor agrees that the Subcontractor will not employ or contract with any sub-subcontractor(s) in connection with the physical performance of services pursuant to this subcontract or the contract with the DeKalb County Board of Education, unless said sub-subcontractor:

(a) is registered with and participates in the federal work authorization program;

(b) provides Subcontractor with a duly executed, notarized affidavit with the same affirmations, agreements, and information as contained herein and in such form as required under applicable law; and

(c) agrees to provide Subcontractor with notice of receipt and a copy of every sub-subcontractor Affidavit or other permissible verification procured by sub-subcontractor at the time the sub-subcontractor(s) is retained to perform such service or within five (5) days after receiving the said Affidavit or verification, whichever first occurs.

Subcontractor agrees to maintain records of such compliance and to provide notice of receipt and a copy of each such sub-subcontractor Affidavit or other applicable verification to the Contractor at the time the sub-subcontractor(s) is retained to perform such service or within five (5) days after receiving the said Affidavit or verification, whichever first occurs.

\_\_\_\_\_  
EEV/Basic Pilot Program User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
If an applicable Federal work authorization program as described above is used, other than the EEV/Basic Pilot Program, please identify the program.

\_\_\_\_\_  
BY: Authorized Officer or Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Subcontractor Name)

\_\_\_\_\_  
Title of Authorized Officer or Agent of Subcontractor

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public  
My Commission Expires:\_\_\_\_\_