

ESSEX NORTH SHORE AGRICULTURAL AND TECHNICAL SCHOOL
565 Maple Street - Hathorne, MA 01937

CONSTRUCTION PROJECT PROPOSAL FORM

Arbor – Carpentry – Electrical – HVAC – Landscaping – Masonry – Plumbing

Project must be located within the district municipalities of Beverly, Boxford, Danvers, Essex, Gloucester, Hamilton, Lynnfield, Manchester-by-the-Sea, Marblehead, Middleton, Nahant, Peabody, Rockport, Salem, Swampscott, Topsfield, or Wenham.

Municipality or non-profit organization:	Date of proposal:
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Municipal department and/or location of project:	Person with authority to approve/fund project:
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Brief description of work to be performed by students:

Please attach additional information, sketches, drawings, etc. in support of the proposal.

Person to contact to view site and discuss project:	Phone number(s):
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Proposals will be evaluated based on the following criteria: <ol style="list-style-type: none"> 1. Educational Value <ul style="list-style-type: none"> - Alignment with state technical learning standards - Varied and progressive work, not repetitive 2. Scope of Work <ul style="list-style-type: none"> - Enough work to engage the entire class per trade - At least one week in duration preferred - No longer than a school year to complete preferred 3. Hazardous Materials: no exposure to lead paint, asbestos, etc. 	Please forward to: Jill Sawyer, Director of Career and Technical Education, Essex North Shore Agricultural and Technical School 565 Maple Street, Hathorne, MA 01937 or email to: jsawyer@essextech.net
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If proposal is accepted, the following will be the responsibility of the municipality or non-profit organization:

- Any and all blueprints and permits necessary to perform work
- Appropriate insurance to cover the site; students are covered under the school's policy
- All supplies and materials necessary to perform the work
- Sub-contractors to do any phase of construction that the school is not providing
- Easy access to restrooms or portable bathrooms at work site, electricity, and water

The following must be submitted prior to the start of project: <ul style="list-style-type: none"> - Insurance Coverage - Signed Contract/Agreement - 30% Payment of Estimated Materials - Permits Secured (if appropriate) 	Notes:
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BUILDING PROJECT

The Essex North Shore Ag-Tech School District Committee, in order to afford students actual trade experience, will invite requests from residents of the District for work projects to be done by students on and off the premises of the school. The School District will cover adequate liability coverage for students.

All Essex North Shore Ag-Tech School District students who participate in unpaid off campus construction and maintenance projects must be enrolled in a vocational education program for at least one year in the program project area.

Essex North Shore Ag-Tech School District does not require students to waive their legal rights as a condition of participation in unpaid, off campus projects.

All projects under \$5,000 shall be handled by the Superintendent-Director in the following manner:

1. All requests must be in writing to the Superintendent-Director. The request shall detail the kind of work desired, the location and any limitations involved, a project cost estimate, as well as complete specifications and drawings.
2. The requests will be kept on file and when the development of a class and the overall Course of Study indicate, the Director of Career and Technical Education and the Superintendent-Director shall decide which projects would be a valuable work experience for the pupils. (If similar project requests are on file, the earliest dated one will be chosen. However, at all times public projects will receive preference.)
3. Before any work is begun, specifications will be drawn and signed by the requesting agent, and a release statement must be signed by the owner absolving the District from any blame or financial loss as a result of the work performed or ancillary problems *evolving* from it.
4. Under no circumstances shall oral arrangements for projects be made and, of course, no teacher or student may ever accept remuneration for work performed. (Any person doing so will be expelled or dismissed.)

All major projects (requiring more than one trade and/or expensive materials – more than \$5,000):

1. The School Committee must approve such projects before any commitments are made.
2. Priority:
 - a. Essex North Shore Ag-Tech School District Communities
 - b. Non-Profit Organizations

PROCEDURES FOR OUTSIDE BUILDING PROJECTS

1. Requests for projects will be sent to the Director of Career and Technical Education in writing and application form completed.
2. Large projects (over \$5,000 in materials) will require a set of working plans with the request.
3. Projects will be reviewed by the Director of Career and Technical Education in a timely manner (i.e., time frame agreed to by the Superintendent-Director and Director of Career and Technical Education). All efforts will be made to involve students in the process so that they may gain experience in estimating, pricing, and bidding. Estimates and a recommendation will be submitted to the Superintendent-Director in writing by the Director of Career and Technical Education.
4. The Superintendent-Director will approve or disapprove the request. If approved, notification to the Requesting Agency will be made by the Superintendent-Director with a contract/agreement enclosed. No work project can be initiated without a signed contract/agreement and required insurances and payment.

If the estimates are over \$5,000 and deemed appropriate, the Superintendent-Director will recommend approval of the project to the School Committee at its next regularly scheduled meeting.

5. Once a signed contract/agreement, copies of required insurance(s) and deposit (30% of estimated materials) is received by the Office of the Superintendent-Director, notification to the department involved will be given with a work order for maintaining a monthly log of cost of materials, etc. The District will be provided with all material/cost updates from the supplier for the project.
6. All change orders must be approved by the Director of Career and Technical Education prior to a work commitment.
7. Upon completion of the work project, the Director of Career and Technical Education will finalize the work order and forward the work order along with copies of appropriate backup (i.e. copies of invoices, permits, etc. for the work project) to the Superintendent-Director of his/her designee within ten (10) working days.
8. The Business Office will review the status of the account. A final letter with a copy of the summary will be sent to the Requesting Agency along with the status of the account (i.e. invoice for balance due, statement of paid in full, notification of overpayment and check will be issued on the next warrant.)

AGREEMENT GOVERNING OUTSIDE BUILDING PROJECTS

- All requests for off-campus work projects must be submitted to the Superintendent-Director in writing. They will be reviewed according to the School Committee Policy on Building Projects, File: IHAQ.
- Written specifications shall be developed for each approved project by the Requesting Agency. The Requesting Agency must sign the specifications, including approval of same.
- Any limiting conditions, such as time, unusual working conditions, or prohibited materials, must be clearly stated by the Requesting Agency. The School District may, if it judges that such conditions detract from the educational value of the project, deny the request.
- The Requesting Agency shall comply with all local building codes, applicable ordinances, and health regulations, and shall be responsible to secure same. Copies of such permits must be submitted to Essex North Shore Ag-Tech School District prior to the execution of the agreement.
- The Requesting Agency shall secure and maintain during the entire project suitable construction insurance, including fire, theft, extended coverage, property damage and liability according to requirements and in the amounts specified by the District School Committee. A copy of all insurance coverage must be on file with the Superintendent-Director prior to the start of the project.
- All materials used in the project shall be specified by, and shall meet the approval of, the departments engaged in the project.
- The Requesting Agency shall have all necessary sub-contracting work, if any, done in such a manner so as not to impede the progress of the project and said sub-contracting work shall meet the approval of the departments engaged in the project.
- An authorized representative of the Requesting Agency shall agree to be available from time to time for consultation on the work site at an hour specified by the departments engaged in the project and/or the District School Committee, as required.
- The Requesting Agency shall agree to allow all publicity regarding the project as authorized by the District School Committee or its authorized agents.
- The Requesting Agency shall agree to provide water, power, toilet facilities, and fuel for temporary heat as deemed necessary by the instructors supervising the project.
- A thirty-percent (30%) service charge based on an estimate of all material and supply costs used by Essex North Shore Ag-Tech School shall be payable in advance. The Requesting Agency shall submit to the Office of the Superintendent-Director (via the Director of Career and Technical Education) a copy of all invoices incurred by the Agency for materials or supplies based on the actual material and supply costs.
- Essex North Shore Ag-Tech will make every effort to schedule projects in such a manner that they may be completed prior to the end of the school year. However, the extent of the District School Committee's work obligation is the final day of work done by Essex North Shore Ag-Tech School students, usually in the month of June. Essex North Shore will only assume responsibility after this day for the structural integrity of the project. The District School Committee will not be responsible for any unfinished work or any spoilage, damage, loss, deterioration, or nuisance stemming from unfinished work or work done by other than Essex North Shore Ag-Tech School students.
- Failure of the Requesting Agency to comply with any of the foregoing regulations shall disqualify the Agency immediately.

The District Committee reserves the right to change any or all of the foregoing regulations prior to approving an outside building project, and/or to waive any or all regulations as it deems to be within the best interests of the District.

By: _____ Dated: _____
Requesting Agency

By: _____ Dated: _____
Director of Career and Technical Education

By: _____ Dated: _____
Superintendent-Director