

Identify Project: EMHS Fire Alarm System Upgrade

- 1) Physical Plant & Facilities Committee – Forward motion to approve Work Order to Architect/Engineer
(start date: January 31, 2006)
- 2) Board Meeting – Approve Work Order to Architect/Engineer
(2 weeks: February 13, 2006)
- 3) Execute Work Order between District and Architect/Engineer
(1 week: February 20, 2006)
- 4) Request for Prevailing Wage Determination – Depart of L&I
(1 week: February 27, 2006)
- 5) Begin steps to design Project / write technical specifications
(3-6 weeks from contract execution: approx. March 20, 2006)
- 6) Merge front end with design specifications – send to printer
(3-6 weeks from contract execution: approx. March 20, 2006)
- 7) Physical Plant & Facilities Committee – Forward motion to Submit Form 3074(a,b,c)
(March 2006 – Physical Plant & Facilities Committee)
- 8) Uniform Construction Code – Building Permit
(March 2006 – Physical Plant & Facilities Committee)
- 9) Board Meeting – Approve submission of PDE Form 3074(a,b,c)
(April 10, 2006 – Board Meeting)
- 10) Write Legal Ad and advertise for 3 consecutive weeks in newspaper
(April 3, 2006)
- 11) Pre-Bid Conference with potential bidders
(2 weeks from 1st legal notice – approx. April 17, 2006)
- 12) Bid Date – Accept proposals
(3 weeks from 1st legal notice – approx. April 24, 2006)

- 13) Physical Plant & Facilities Committee – Forward motion to approve awarding bids
(April 2006 – Physical Plant & Facilities Committee)
- 14) Board Meeting – Approve bids
(May 8, 2006 – Board Meeting)
- 15) Letter requesting Bond and Insurance Certificate
(May 9, 2006)
- 16) Return Bid Bonds to disappointed bidders
(May 9, 2006)
- 17) Write construction contracts
(May 9, 2006)
- 18) Mail Notice of Award Letter with 2 original contracts
(May 15, 2006)
- 19) School Board President executes contracts
(May 29, 2006)
- 20) Return 1 fully executed contract with Notice to Proceed Letter
(June 2, 2006)
- 21) Project Start Date
(June 12, 2006)
- 22) Estimated Project End Date
(August 20, 2006)