

Montgomery County Public Schools
Division of Construction

Improved Access to Schools (IAS)

CIP Project #975051

Process

March 28, 2007

Introduction

This project contains funds specifically dedicated to improve access to and circulation on specific school sites in Montgomery County.

The Process

Initiation of consideration:

1. Present the concern to the school principal.
The administrative staff of the school will review the request and decide if the issue should be pursued.
2. The school principal will present the issue to MCPS Department of Transportation.
MCPS Transportation staff will take the lead in identification of the scope of the concern and identification of potential "soft-solutions".
3. Implement "soft-solutions"
4. Transfer the lead to the MCPS Division of Construction, Department of Facilities Management.
If "soft-solutions" are not or cannot resolve the issue the focus is moved to physical (hard-solutions)

Three levels of construction projects

1. "Quick and Dirty"

Little or no engineering required and minimal preliminary processes.
(e.g. Resurfacing and restriping existing surfaces, operational changes requiring sign and marking changes)

2. Moderate

Requires some engineering assistance but only moderate expense and little advance planning.

3. Major

Requires an engineering plan, extensive advance planning processes
(e.g. mandatory referral to MNCP&PC), permits and competitive contract work.





The Process (continued)

The school then becomes a "Candidate" for inclusion in the "Improved Access to Schools" Capital Improvement program.

4. The candidate list is prioritized using an objective rating system. Factors rated in the system include but are not limited to:
 - a. Safety and efficiency of site access by vehicle/walking
 - b. Safety and efficiency of student drop off operation
 - c. Safety and efficiency of the school bus operation
 - d. Parking sufficiency
 - e. Service area access
 - f. Responsiveness of potential solutions
 - g. Community support
 - h. Overall benefit of proposal

The Process (continued)

5. Schools are then selected for initiation of a feasibility study
6. A design team is formed that includes representatives from the following stake holders:
 - a. MCPS Agencies (e.g. Div of Const. Dept. of Trans.)
 - b. School Staff (e.g. Principal, Building Service Mgr. Teachers).
 - c. PTA representative
 - d. Local Community Representatives
 - e. Regulatory Agencies (e.g. MCDPW&T, MCDPS)
 - f. MCPS Engineering Consultant

The Process (continued)

7. Initial Design Team meeting is held to receive input regarding the specific needs of the school regarding safe and efficient access to the school to determine level of complexity of the potential responses to the school's needs.
8. Second Design Team meeting is held to review various concepts developed by the engineer and select a concept plan to serve as a basis for detailed design and construction.
9. Third Design Team meeting is held to review the 65 % plans prior to application for permits and requests for proposals to build the project.
10. The plans are submitted to the appropriate government agencies for review, approval and necessary permits (including but not limited to "mandatory referral" at MNCP&PC).
11. Select a contractor, and start work as soon as school is closed for the academic year with the objective being to complete the key elements of the project in sufficient time to allow safe operation of the design plan by school opening in the fall.
