

# **Policies for Public Library Capital Construction Program Georgia Public Library Service**

## **Requirements for Capital Outlay Grant Funds**

### **DEFINITIONS**

Allowable Capital Outlay Expenditures – items listed on the Grant Application Agreement form

Annual Operating Funds – Funding provided to the library system for the general operation of a library system or appropriated and expended for library system services by a local governmental agency

- Funding by way of a direct appropriation (cash)
- Payment of expenses (including payroll and all other budgetary line items) by a local governmental authority acting as the library system's fiscal agent. (on-behalf)
- Auditable expenditures for library services included in a local governmental authority's line items that include expenses other than those exclusively for library services (on-behalf)

Board of Regents of the University System of Georgia (BOR) – The state agency within which the Georgia Public Library Service is located

Branch Library – A branch library is open 30 or more regularly scheduled hours weekly. It has a paid library staff with an organized collection of library materials accessible through an on-site catalog. A branch library is in separate quarters from other governmental agencies with defined space used solely for library purposes, with a minimum of 1,000 gross square feet. A telephone must be on-site and not shared. A branch library must have a separate line for computer use and a computer dedicated to patron use. Branch libraries do not include administrative office buildings, service outlets, bookmobiles, separate meeting or classroom buildings, processing centers or warehouses.

Budget – An itemized summary of estimated or intended expenditures for a given period that includes proposals for financing them

Capital Outlay Grant – A grant for the purposes of building a new central library or member library, for the addition and/or renovation of a central or member library, or for major repair and renovation (MR&R) of such a facility

Capital Outlay Grant Schedule – Schedule distributed by GPLS for each fiscal year

Central Library or Headquarters Library – The single library or a library which houses the operational center of a multiple-facility library or a separate facility that is the administrative office and/or operational center of a multiple-facility library system. Single-outlet headquarters libraries must meet or exceed branch requirements.

Certificate of Substantial Completion – Document signed by all parties who signed the contract for construction and that:

- Indicates the date of substantial completion
- Indicates the date by which remaining items are to be completed
- Transfers responsibility for utilities and insurance from the construction contractor to the owner and allows the owner to occupy the building
- Releases the retainage withheld from the construction contractor on all items that have been completed (This is contract specific, may not apply to all contracts.)

Certified Bid Tabulation – Summary of each bid as read at a public bid opening and certified by the person responsible for opening the bids as being an accurate record

## **Policies for Public Library Capital Construction Program Georgia Public Library Service**

Contract Documents – Final set of construction working drawings, which includes the written specification manual for construction, the written specifications for furnishings and equipment and final floor plan for furnishings and equipment. These documents are the basis of subsequent contracts or purchase orders.

Construction Grant Approval and State Funding Expenditure Schedule – Record of GPLS approval of the grant

Design Development Plans – Expansion of the schematic plans, which include furnishings and equipment layouts and lighting overlays

Eligible Construction Project – A project that meets one or more of the following criteria: (1) a new library facility; (2) an addition to an existing public library, with or without the renovation of the existing facility, provided all space and program requirements are met; (3) a renovation or functional retrofit of an existing library facility; (4) a new multipurpose facility of which the public library will be a part, provided that prior approval of the Georgia Public Library Service (GPLS) is obtained and provided that the total project funds to be applied toward the construction of a multiple-purpose facility do not exceed the amount required to construct that portion of the building designated as the library facility

Eligible Library System – A library system that meets all requirements for state grants

Expansion – The addition of square feet to an existing library facility

Final Grant Application Agreement – Official control document regarding financial information and local commitments. It is the basis for the preparation of the construction grant approval and payment schedule by GPLS.

Final Inspection – Physical inspection of the building using a previously prepared punch list to determine whether the building is substantially complete

Fiscal Year – The fiscal year for which the state government operates its budget (July 1 through June 30)

Furnishings and Equipment Specifications Manual – Document that includes the invitation to bid, bid forms, instructions to bidders and individual product specifications

Georgia Public Library Service (GPLS) – The state library agency that is responsible for the distribution of state and federal library grant funds to library systems in Georgia. GPLS is a unit of the Board of Regents of the University System of Georgia.

Georgia State Financing and Investment Commission - The Georgia State Financing and Investment Commission is responsible for the proper application of proceeds from general obligation debt and the issuance of all public debt by the state. The commission consists of the Financing and Investment Division and the Construction Division.

In-Kind – Unquantifiable support from a local governmental authority provided to a library

Kiosk – A kiosk is a library facility that is maintained within another established business or agency that provides access either virtually or in person to library services and resources. A kiosk may be classified as a branch library or as a service outlet if it meets the definition.

Library Material – Collection of items to include books, audiovisual materials, periodicals, microfilm, etc.

## **Policies for Public Library Capital Construction Program Georgia Public Library Service**

Library Materials – Informational resources in a variety of formats such as books, periodicals, serials, pamphlets, video, audio and digital recordings, computer software, databases, electronic resources, microforms and maps for use by the general public or by the library system staff

Library System – A single library or a group of libraries from one or more counties that have been established by the governing authorities of any county or municipality by resolution or act, by approval of the voters or by contractual agreement among governing authorities to provide public library services to the constituents in the jurisdictions of the governing authorities

Library System Board of Trustees – The board that has governing authority for a county or multi-county library system (OCGA 20-5-41, 20-5-43, 20-5-47)

Library System Director – The individual hired by the library system board of trustees to administer the total library program as defined in OCGA § 20-5-45

Local Funding Agency – Governmental agencies that provide capital outlay matching funds and /or maintenance and operating funds for a public library

Local Governmental Authority – The governing body of any county, municipality or board of education

Local Governmental Support – The funding provided to library system boards of trustees by a local governmental authority

Local Matching Funds – The funding available from local public or private funds that are dedicated to the construction project

Major Repair and Renovation (MRR) – The remediation of a substandard condition in a library facility due to catastrophic damage, structural failures or normal wear and tear

Member Library – A library (branch library, service outlet, bookmobile, kiosk, or book deposit) that is a member of a library system.

New Construction – Construction of a new library facility, either in an area previously inadequately served by a library facility or to replace an existing facility

On-Behalf – Auditable funds, to which an object of expenditure can be assigned, spent by a local governmental authority in support of public library activities and services but not given in cash to the library system board or any member library or library board.

Other Grants – Grants that are administered by GPLS with the funding source being private or public funding, e.g. Bill and Melinda Gates Foundation, National Endowment for the Humanities

Plan for the Distribution of Services – A comprehensive description of services offered by the library system

Policy on the Use of Library Facilities – A comprehensive policy for the use of all library facilities (central and all member libraries)

Punch List – Listing of all items remaining to be completed on the library building based on the contract documents and any subsequently executed change orders

Renovation – The refurbishing of a library, which may include such things as new furnishings, carpet, wall coverings or construction to bring the facility up to a designated standard (e.g., building code, accessibility)

## **Policies for Public Library Capital Construction Program Georgia Public Library Service**

Revised Project Budget – Form that is used to update the information submitted on the final grant application agreement. It may be obtained from GPLS.

Schematic Plans – Architect's design interpretation that addresses requirements of the written building program

Service Area – The geographical area within the county or counties of the library system

Service Outlet – A service outlet is open at least 18 hours weekly with a paid library staff. It has an organized collection of library materials accessible through an on-site catalog. The service outlet is in separate quarters with defined space used solely for library purposes. A telephone must be on-site and not shared. The service outlet must have a separate line for computer use and a computer dedicated to patron use.

Site Application Form – Form available from GPLS that contains criteria for site approval

Special Funds – Funding that may be temporary and/or conditional, including but not limited to grants and matching funds, SPLOST and impact fees

State Grants – Grants awarded by GPLS to library system boards of trustees from state funds appropriated through the Georgia General Assembly

State Space Standards for Public Library Facilities – Minimum of 0.6 square feet per capita for the total of all public library facilities in a county

Subregional Library for the Blind and Physically Handicapped (SLBPH) – A contract service between a library system and GPLS to provide specified library services in an assigned geographic area to persons certified to receive library services under the requirements of the Library of Congress' National Library Service for the Blind and Physically Handicapped program

Substantial Completion – Completion of all major construction and the installation of all major building systems, including heating, ventilating and air conditioning; plumbing; electrical; fire detection and security systems. (This is contract specific, may not apply to all contracts.)

Sustainable Design - The main objectives of sustainable design are to avoid resource depletion of energy, water and raw materials; prevent environmental degradation caused by facilities and infrastructure throughout their life cycle; and create built environments that are livable, comfortable, safe and productive.

Virtual Library – A library that exists solely in electronic form or on paper, with no physical facility

Working Drawings – Complete drawings accompanied by detailed written specifications from which the construction contractor builds the building

Written Building Program – The control document used in preparing and reviewing the architectural plans and the furnishing and equipment specifications

Written Verification – Copy of official minutes or a letter on letterhead, signed by an authorized official, verifying that an action has taken place

# **Policies for Public Library Capital Construction Program Georgia Public Library Service**

## **POLICIES**

### **Types of Grants**

The following capital outlay grants may be provided to eligible library systems for the purpose of new construction, renovation, or expansion (addition) of public library facilities:

New Construction

Renovation and/or Expansion (Addition)

### **Requirements**

In order to receive any state, federal or private grant funds administered by GPLS and/or the benefits of any state-administered program or service, a library system shall meet all of the requirements for state grants.

The library system board of trustees shall have the sole authority to apply for and receive any grants administered by GPLS.

Library system boards of trustees shall use GPLS-administered grants only for stated purposes.

### **Funding Formulae**

To be eligible for a capital outlay grant, a new library facility must have a minimum of 6,000 square feet.

For all projects that do not exceed the state space standards for public library facilities (0.6 square feet per capita): (1) the local matching funds shall be 10 percent of the first \$1,000,000 of the project cost; (2) the local matching funds shall be 50 percent of the remaining project costs not to exceed the remaining grant amount; and (3) zero percent of the remaining project cost.

For all projects that exceed the state space standards for public library facilities (0.6 square feet per capita): The local matching funds shall be 50 percent of the total project costs not to exceed the maximum grant amount.

The state grant will not exceed \$3,000,000.

Renovation of a building not previously used for a library may be considered if there is local commitment that said named facility be continuously used as a library space for not less than 20 years.

### **Ranking Process**

Central libraries will have priority over member libraries.

Those projects in counties that are farthest below the minimum state space standards for public library facilities (0.6 square feet per capita) will receive the highest ranking.

Special consideration will be given to projects in which the local matching funds must be used or forfeited within a specific time frame.

Library projects that were included as part of the Board of Regents budget request in any given year, but were not funded, will remain at the top of the priority list for the next year unless withdrawn by the library system.

# **Policies for Public Library Capital Construction Program Georgia Public Library Service**

## **GENERAL ADMINISTRATION**

For all eligible construction projects that do not exceed the minimum standard of 6,000 sq. ft. or the state space standards for public library buildings (whichever is greater), the local matching funding formula shall be 10 percent of the first \$1,000,000 of the total project cost.

For all projects that do not exceed the minimum standard of the state space standards for public library buildings, the local matching funding formula beyond the first \$1,000,000 of the project cost shall be 50 percent of the total project cost.

For all projects that are above the minimum state space standards for public library buildings, the local matching funding formula shall be 50 percent of the total project cost.

Projects that are less than the 0.6 sq. ft. per capita standard must build to the minimum 6,000 sq. ft. requirement.

A library system may apply for a maximum amount of \$2,000,000, per library, of public library capital outlay grant funds during a single fiscal year.

Matching funds for a state capital outlay grant are local funds required by the funding formulae for public library capital outlay grant projects. Federal assistance grants from regional commissions may be considered local matching funds.

Minimum state space standard for public library buildings applied to the county level is 0.6 sq. ft. per capita. A 10 percent allowance for central library system buildings and additional space as needed by a sub regional Library for the Blind and Physically Handicapped or other special services may be approved by GPLS.

No grant shall be awarded for a project that does not meet 0.6 sq. ft. per capita standard, except as provided for in a master facility plan for the library system which sets a goal for the 0.6 sq. ft. per capita and which has been approved by the library system board.

It is the intent of GPLS to recommend only one library project per county per year unless extenuating circumstances dictate otherwise.

## **REQUIREMENTS**

A library system board of trustees of an eligible library system that has matching funds shall submit applications for eligible projects for capital outlay grants according to the annual capital outlay grant schedule adopted by GPLS. All necessary forms and schedules will be made available on the GPLS Web site.

An applicant library system board of trustees shall ensure that the proposed project or:

Meets at least the minimum state space standards for public library buildings using the Office of Planning and Budget (OPB) 10-year population projection for the service area, if available. [If OPB 10-year population projections are not available, use of an approved GPLS source is acceptable.]

The minimum square footage for any library facility receiving state funding shall be 6,000 sq. ft.

## **Policies for Public Library Capital Construction Program Georgia Public Library Service**

When applying for a public library capital outlay grant, a library system board of trustees shall indicate the project's priority as follows:

- First priority shall be new construction or expansion/renovation of a library system headquarters/administration building in a single- or multiple-county library system.
- Second priority shall be new construction or expansion/renovation of a branch library building in single- or multiple-county library systems.
- Third priority shall be renovation or functional retrofit of existing libraries in single- or multiple-county library systems that does not add square footage to the existing library facility.

The library system board of trustees shall be the contracting party (solely or in conjunction with a governmental funding body) for all contracts that will be a part of the capital outlay project except that the library system board may contract with the Georgia State Financing and Investment Commission for construction management services as provided by Georgia law.

The library system board of trustees shall submit correspondence (to GPLS) and all departmental forms bearing original signatures (to GPLS).

The library system board of trustees shall submit copies of the following to GPLS within three days of their receipt or preparation:

- Signed contracts and related purchase orders
- Certified bid tabulation forms
- Fully executed change orders

### **BIDDING**

#### **REQUIREMENTS**

Library system boards of trustees shall follow Georgia statutes and GSFIC regulations when letting contracts for the construction and/or renovation of public libraries under this grant program.

Selection of design professionals, consultants, testing, surveyors and other professional services must be in accordance with Georgia statutes and GSFIC regulations, unless subcontracted by a selected design professional or consultant.

Selection of furniture and equipment from vendors on Georgia's state contract allows library system boards to forgo the formal bidding process for each item. All other items must be purchased in accordance with Georgia statutes and GSFIC regulations or local library board policies.

### **FINANCIAL REPORTING**

#### **REQUIREMENTS**

The library system board of trustees shall submit to GPLS written verification of the capital outlay project bank account to include the following:

- The name and number of the account and
- The name of the bank where the account is located and
- The amount of funds deposited from the inception of the account or

## **Policies for Public Library Capital Construction Program Georgia Public Library Service**

- A statement from the library system board of trustees indicating its control of the account or a memorandum of agreement that exists between the library system board of trustees and the local governmental agency which allows the local government to serve as a fiscal agent in which case the library system board must approve all expenditures from the controlled account.

The library system board of trustees shall submit for GPLS approval a revised project budget form:

- With the construction contract
- With the furnishings and equipment bidding documents
- When significant changes in the project budget are anticipated
- Upon request of GPLS

## **FINANCIAL COMMITMENTS**

### **REQUIREMENTS**

The library system board of trustees shall obtain the signature of the head of each local funding agency on the final grant application agreement.

The library system board of trustees shall submit the draft and final grant agreement application according to the capital outlay grant schedule adopted by GPLS. The final grant application agreement shall be accompanied by letters of financial commitment from each of the agencies providing funding for the capital outlay project to include the following:

- The official name of the construction project as listed on the final grant application agreement.
- The source of local funds, e.g., tax revenue, bonds and the specific amount that will be made available for the project by the agency. If the source of funding is to be a referendum, the letter shall state that the referendum will occur no later than the end of the calendar year prior to the opening session of the Georgia General Assembly that will consider appropriation for the project.
- A statement that local funds shall be available to the library system board of trustees for deposit to the capital outlay project account prior to the date when the library system board of trustees shall be ready to sign a construction contract.
- The date when the funding agency voted to commit the funds for the project to the library system board of trustees.

If the majority of the composition of a funding agency changes due to elections prior to January 1, the library system board of trustees shall obtain:

- A reaffirmation of the local funding commitment.
- A new letter of financial commitment, which shall be submitted to GPLS prior to the opening session of the Georgia General Assembly.

The library system board of trustees shall secure funds for the purchase of the site and the demolition of existing structures on the site from sources outside the capital outlay grant program. Additionally, all site development and preparation activities shall be completed from sources outside of the capital outlay grant program.



## **Policies for Public Library Capital Construction Program Georgia Public Library Service**

If any part of the matching funds is to be obtained from private sources, the library system board of trustees shall submit written verification that the private funds have been deposited in the capital outlay project account or otherwise committed to the library board, in writing, for the purpose of the project prior to the deadline for submission of the financial application agreement.

The library system board of trustees shall submit written verification that all matching funds have been deposited in the capital outlay project account or otherwise committed to the library board, in writing, for the purpose of the project prior to signing a construction contract.

A library system board of trustees shall return to the original funding agencies on a pro rata basis capital outlay funds that have not been expended at the end of two years following substantial completion as documented by the Certificate of Substantial Completion.

### **LIBRARY SYSTEM REQUESTS FOR GRANT PAYMENTS**

#### **REQUIREMENTS**

A library system board of trustees shall submit to GPLS grant payment requests per GSFIC, "Request for Payments from General Obligation Bond Funds" (to be posted on GPLS Web site.)

### **SITE APPROVAL**

#### **REQUIREMENTS**

The library system board of trustees shall submit to GPLS:

A site application form for a capital outlay project, including an Attorney's Certificate of Clear Title in Fee Simple form, for approval according to the public library capital outlay grant schedule. The site application is not required if there is no change in the property lines.

The Site Application form shall show that the site is owned by the city, county or library board or include an option to purchase that indicates the date by which the title will be transferred.

The Attorney's Certificate of Clear Title in Fee Simple form shall:

- Be submitted on the attorney's letterhead
- Indicate that no title restrictions exist that would interfere with the use of the project site for library purposes
- Include a topographical survey and/or a soil engineering study in conjunction with the final site application, if requested by GPLS
- Include a satisfactory agreement to GPLS indicating how site development will be implemented to correct the problem if a determination from the Georgia Department of Natural Resources finds that the proposed site is in the 100-year flood plain
- Include evidence of the title transfer to the city, county or library board in time for GPLS to submit the project for grant award at the final Board of Regents meeting of the fiscal year from which the funds were appropriated.

The site application form, the Attorney's Certificate of Clear Title in Fee Simple form and the public library capital outlay grant application schedule are available from GPLS. The library

**Policies for Public Library Capital Construction Program  
Georgia Public Library Service**

system board shall certify in writing that the project site shall be used for the purpose of a public library for not less than 20 years.

# **Policies for Public Library Capital Construction Program Georgia Public Library Service**

## **BUILDING PROGRAM APPROVAL**

### **REQUIREMENTS**

The library system board of trustees shall:

Submit to GPLS for approval the draft written building program according to the capital outlay grant schedule adopted by GPLS, which is available from GPLS, and

Submit to GPLS for approval the final written building program according to the capital outlay grant schedule adopted by GPLS, which is available from GPLS.

The building program shall be written by an experienced librarian who holds a Master of Library Science degree from a library school accredited by the American Library Association. Additionally, an experienced librarian may work in close association with a licensed architect who has built public libraries. The selection of a building program authoring team must have prior approval of GPLS.

The building designed must mirror the building program document, except for variances approved by the library system and GPLS.

The written building program shall include:

- Table of contents
- Overview and Introduction that describes the project to also include:
  - A brief summary of the project
  - A statement of need for the project
  - Proposed project schedule
  - The building team members and the specific roles and responsibilities of each
- Community analysis that describes and analyzes factors that will potentially have an effect upon the library's plan of service and/or its ability to fund, maintain and operate the proposed facility. This section shall include written explanations and/or charts of all relevant factors including:
  - A listing of other individuals who will be involved in planning and funding the new facility, including their affiliations and term expiration dates, if appropriate.
  - Project location giving general information regarding the location of the project within the library system, the county and the community. Library system, city and county maps showing the desired location of the project site shall be included.
  - Population, growth rate and demographic characteristics of the library service area including socioeconomic levels, age groups, ethnic diversity, education levels and other relevant demographic characteristics.
  - Types of business, industry and trade.
- Interpretation of data that discusses the implications and conclusions of all data collected, including its impact on the overall size of the facility, projected expansion of the facility, types and sizes of collections and types and quantities of seating.

## Policies for Public Library Capital Construction Program Georgia Public Library Service

- Site analysis discussing the general site requirements including size, parking, setbacks, expansion and the implications of elements listed in the site application if the site for the project has been selected and approved by GPLS.
- Institutional analysis giving a description of the library and the library administration's plans to provide service for access to information of all kinds in all forms for the library service area. It shall include:
  - A brief history of the library.
  - The philosophy of service including roles, goals and objectives for providing library services to the community.
  - The strategic plan of the library system including how the construction of the facility and the building service plan or service responses relate to the overall strategic plan of the system as a whole.
  - Materials collections describing the following:
    - The present collections.
    - The types and sizes of collections in the new and/or renovated facility.
    - A table showing for each type of collection the types of shelving, the required number of sections and the conversion factors used.
    - If replacing an existing facility or adding to and renovating an existing facility, the table must show the current collection size, the projected size of collection upon opening day of the facility and a projection of the collection 10 years from opening day.
  - A listing of all proposed staff positions during the first year of operation.
  - Proposed public service hours during the first year of operation.
  - The projected operating budget for the first year.
  - Space and cost estimate analysis including:
    - An estimate of the overall amount of square footage needed based upon the library service area and state space standards.
    - A capital improvement budget for the project showing anticipated disbursements and sources of funds in the following categories:
      - Disbursements
      - Construction contract
      - Architectural and site engineering fees
      - Furnishings and equipment
      - Consultants' fees
      - Site engineering
      - Advertising bids
      - Miscellaneous
      - Legal and audit fees
      - Site development
      - Contingency

## **Policies for Public Library Capital Construction Program Georgia Public Library Service**

- Sources of funds
  - State of Georgia – Board of Regents
  - State of Georgia and federal funds
  - County
  - General appropriation
  - SPLOST
  - Bonds
  - Impact fees
  - City
  - Other local governmental agencies
  - Private
- Facility space requirements including:
  - A spatial diagram and/or an interaction matrix showing spatial relationships of the areas of the library
  - A chart summarizing facility space requirements including each area in the proposed library showing square footage, size and type of materials collections and type and number of seats for staff and public
  - A space description with architectural requirements, including a general narrative and a description of each individual space, which addresses:
    - Square footage
    - Occupancy by staff and public
    - Types and sizes of material collections
    - Functional activity
    - Important spatial relationships to other areas
    - Flexibility/expandability
    - Energy efficiency
    - Environmental conditions
    - Fenestration
    - Building materials and finishes
    - Handicapped accessibility
    - Acoustics
    - Vertical transportation
    - Electrical needs
    - Lighting needs
    - Computer/data communication needs
    - Security
    - Visual supervision
    - Signage and display
    - Audiovisual requirements
    - Listing of furnishings and equipment
    - Sustainable design solution considerations
- Furniture and equipment master list including all furniture and equipment required in all areas of the facility.

# **Policies for Public Library Capital Construction Program Georgia Public Library Service**

## **ARCHITECTURAL PLANS APPROVAL**

### **REQUIREMENTS**

The library system board of trustees shall obtain GPLS approval of architectural plans at the schematic, design development and working drawings phases before the architect is authorized to proceed to the next phase.

In order to obtain schematic design approval, the library system board of trustees shall submit to GPLS for approval the following, according to the capital outlay grant schedule adopted by GPLS:

- Architectural plans that include:
  - A site plan showing building location, parking plan and a 10-year expansion plan
  - A floor plan showing the spatial arrangement with the complete furnishings and equipment layout including Americans with Disabilities Act (ADA) requirements
  - Building elevations from all four directions showing the locations of openings, roof lines, etc.
  - A tabulation of the square footage for each area called for in the written building program compared to the square footage shown in the architectural plans, identifying decreases and increases
  - A tabulation of the number of each type of library material called for in the building program compared to the number that can be housed in the square footage shown on the architectural plans
  - Verification or modification of the master list of furnishings and equipment from the written building program, including a cost estimate
  - The architect's preliminary construction cost estimate
  - For addition/renovation projects, copies of the following studies as performed by a state-licensed or certified firm/individual under the direction of the project architect:
    - A structural engineering study that verifies the structural integrity of the existing facility and the feasibility of the proposed project
    - An asbestos survey to determine the presence of all asbestos-containing building materials (ACBM) in the existing building and the total bonded estimated cost for their removal
    - Environmental air quality survey to determine the quality of the indoor air and suggested remediation if required
    - Analysis of the needed changes for full Southern Building Code (or applicable building code at the time of design development) compliance

## **Policies for Public Library Capital Construction Program Georgia Public Library Service**

In order to obtain design development approval, the library system board of trustees shall submit to GPLS for approval the following, according to the capital outlay grant schedule adopted by GPLS.

- Architectural plans that include:
  - A site plan describing:
    - Any soil contamination below ground structure
    - Topology
    - Soil Engineering Study
    - Area Plans
    - Square Foot Tabulation
    - Existing buildings
    - Access roads
    - Sidewalks
    - Parking
    - Survey control points
    - Bench marks
    - Drainage
    - Routing of sewer, water, gas and other utilities
  - Floor plans showing:
    - Complete functional layout
    - Room designations
    - Major dimensions and critical dimensions
    - Structural columns
    - Furnishings and equipment layout
    - Lighting and electrical distribution systems using separate overlay prints on the approved schematic furnishings and equipment plan that show:
      - All sources of artificial illumination, with a legend that indicates the type of light fixtures
      - All electrical outlets, telephone jacks, computer/data communications outlets and audiovisual outlets

## **Policies for Public Library Capital Construction Program Georgia Public Library Service**

- Building elevations from all four directions showing all openings, roof lines, type and extent of building finishes and finish grade at building
- Building cross sections showing the relationship of various levels, floor-to-ceiling heights, construction systems and materials
- Preliminary finish schedule listing types of materials to be used on floors, ceilings and walls for all interior spaces
- A tabulation of the square footage for each area called for in the building program compared to the square footage shown on the architectural plans, identifying and justifying any changes since approved schematic plans
- A topographical survey including:
  - The date, seal, signature and state registration number of the surveyor
  - The drawing scale
  - Directional orientation
  - Establishment of local bench mark
  - Ground elevations of site
  - Water systems
  - Sanitary sewer systems
  - Storm drainage system
  - Gas distribution
  - Overhead and underground power and telephone lines
  - Adjacent roads, streets and driveways
  - Location of all billboards, trees, steps, fire hydrants, signs, fences and meters lying between the edge of paving and the right-of-way
  - Ground cover and structures within the boundaries
  - Railroads
  - Easements
- A soil engineering study performed by a state licensed firm/individual under the direction of the project architect including:
  - General conditions
  - Bearing strength of the soil
  - The amount of required cut and fill
  - Subsurface conditions such as underground water, bedrock, building foundations and abandoned utilities
  - Recommendations
- A lump sum construction cost estimate by building system as submitted by the architect, including a listing of alternates
- A preliminary furnishings and equipment cost estimate reflecting any changes that have taken place as a result of architectural modifications



## **Policies for Public Library Capital Construction Program Georgia Public Library Service**

In order to obtain working drawing design approval, the library system board of trustees shall submit to GPLS for approval the following according to the capital outlay grant schedule adopted by GPLS:

- A complete set of working drawings and specifications that are stamped and signed by the architect, all consulting engineers and the local fire marshal. Where a local jurisdiction does not have a local fire marshal, drawings and specifications must be stamped by the state fire marshal.
- Verification of the approval of the local fire/building official.
- A copy of the invitation to bid, giving the bid date, time and location of the bid opening that includes a listing of the additive or deductive alternates in the order that they will be accepted as determined by the library board of trustees.
- A detailed construction cost estimate including individual line items for all quantities of materials with unit cost, labor costs, total quantity costs and a listing of additive or deductive alternates.
- This budget shall use the same categories as the cost estimate required in design development phase.

In the event that furnishing, fixtures, and equipment (FF&E) are not included in the architectural package, the following requirements must be met:

- The final itemized furnishings and equipment cost estimate, including itemized additive or deductive alternates, reflecting all changes that have taken place as a result of architectural plans modifications
- A draft of the furnishings and equipment contract documents including:
  - The invitation to bid, instructions to bidders, and bid forms
  - Itemized specifications and related drawings
  - Dimensioned floor plan as approved by GPLS at the design development phase

The library system board of trustees shall obtain GPLS approval of all addenda to the contract documents prior to their release to potential bidders.

# **Policies for Public Library Capital Construction Program Georgia Public Library Service**

## **COMMENCEMENT OF CONSTRUCTION**

### **REQUIREMENTS**

The library system board of trustees shall ensure that the project begins within 180 days following grant award by the board.

At least 5 percent of the total cost of the state grant must be expended within six months of the sale of the state bonds for the project, in accordance with GSFIC and IRS regulations.

Full expenditure of the state funds for the project must be completed within three years of the sale of the state bonds for the project, in accordance with GSFIC and IRS regulations.

In the event of unusual or extenuating circumstances preventing the start of the project within 180 days, the library system board shall submit to GPLS a written request for an extension of up to 360 days.

## **FURNISHINGS AND EQUIPMENT**

### **REQUIREMENTS**

The library system board of trustees shall submit the final furnishings and equipment specifications manual and related floor plans and drawings to GPLS for approval prior to releasing the project for bids.

The library system board of trustees shall obtain GPLS approval of all addenda to the contract documents prior to their release to potential bidders.

Library system boards of trustees shall be authorized to purchase items contained on state contracts, GSA contracts or other local contracts in effect at that time without further bidding.

Library system boards of trustees shall notify the state library of any furnishings or equipment that must be purchased as a sole source item because of demonstrable lack of vendors or compatibility issues with already owned system equipment specifications.

## **Policies for Public Library Capital Construction Program Georgia Public Library Service**

### **ACCEPTANCE OF THE BUILDING**

#### **REQUIREMENTS**

The library system board shall contact GPLS, in advance, to advise of the final inspection date and time when the project architect has determined that the building is ready to be examined for substantial completion and an occupancy permit has been obtained, where required by local codes.

The library system board of trustees shall forward a copy of the certificate of substantial completion and the final punch list to GPLS and retain the original for the project files.

At final completion, the library system shall be provided a copy of final record (as-built) drawings, operation and maintenance manuals, warranties, a schedule for training on equipment provided in the contract and contact information of all contractors and sub contractors on the project.

The library system board of trustees shall forward a copy of the written final acceptance to GPLS within seven calendar days of preparation or receipt, as appropriate.

At one year of occupancy in new or renovated facility, the library system shall provide to GPLS a post-occupancy report. Post-occupancy reporting guideline will be provided by GPLS.