

DRAFT

Operating DRAFT—November 20, 2007

Please note that the Georgia Public Library Service is currently operating under these guidelines pending final approval by the Board of Regents.

CAPITAL OUTLAY:

- PLS-6-2-.75 Public Library Capital Outlay Grants – General Administration**
- PLS-6-2-.76 Public Library Capital Outlay Grants – Bidding**
- PLS-6-2-.77 Public Library Capital Outlay Grants – Financial Reporting**
- PLS-6-2-.78 Public Library Capital Outlay Grants – Financial Commitments**
- PLS-6-2-.79 Public Library Capital Outlay Grants – Library System Requests For Grant Payments**
- PLS-6-2-.80 Public Library Capital Outlay Grants – Site Approval**
- PLS-6-2-.81 Public Library Capital Outlay Grants – Building Program Approval**
- PLS-6-2-.82 Public Library Capital Outlay Grants –Architectural Plans Approval**
- PLS-6-2-.83 Public Library Capital Outlay Grants – Commencement of Construction**
- PLS-6-2-.84 Public Library Capital Outlay Grants – Acceptance of the Building**
- PLS-6-2-.85 Public Library Capital Outlay Grants – Furnishings and Equipment**

DRAFT

Operating DRAFT—November 20, 2007

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PLS-6-2-.75 PUBLIC LIBRARY CAPITAL OUTLAY GRANTS: GENERAL ADMINISTRATION

(1) DEFINITIONS

- (a) 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.
- (b) Eligible construction project – 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 multiple purpose 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.
- (c) Eligible library system – library system that fulfills all requirements for the receipt of state aid as described in Rule PLS-6-2.01 (Requirements for Public Library State Aid Grant Funds).
- (d) The funding formulae for public library capital outlay grant projects are as follows:
 - 1. For all projects that do not exceed the minimum standard of 6000 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.
 - 2. 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.

DRAFT

Operating DRAFT—November 20, 2007

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PLS-6-2-.75 (Continued)

3. For all projects that are above the minimum State Space Standards for Public Library Buildings, the local matching funding formula shall be 50% of the total project cost.
 4. Projects that are less than the .6 sq.ft. per capita standard must build to the minimum 6000 sq. ft. requirement.
 5. 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.
- (e) Matching funds for a state capital outlay grant – 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.
- (f) Minimum State space standard for public library buildings applied to the county level is .6 sq. ft. per capita. A 10 percent allowance for library systems headquarters building and additional space as needed by Talking Book Centers or other special services may be approved by GPLS.

No grant shall be awarded for a project which does not meet .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 .6 sq.ft. per capita and which has been approved by the library system board.

(2) REQUIREMENTS

- (a) 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.
- (b) An applicant library system board of trustees shall ensure that the

DRAFT

Operating DRAFT—November 20, 2007

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proposed project either

1. 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,
2. Is a part of a state approved master facilities plan that will bring the library system up to the minimum space guidelines and standards.

PLS-6-2-.75 (Continued)

- (c) The minimum square footage for any library facility receiving state funding shall be 6000 sq.ft.
- (d) When applying for a public library capital outlay grant, a library system board of trustees shall indicate the project's priority as follows:
 1. First priority shall be new construction or expansion/renovation of a library system headquarters/administration buildings in a single or multiple-county library system.
 2. Second priority shall be new construction or expansion/renovation of a branch library building in single or multiple-county library systems.
 3. Third priority shall be renovation or functional retrofit of existing libraries in single or multiple-county library system that does not add square footage to the existing library facility.
- (e) 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.
- (f) The library system board of trustees shall submit correspondence to GPLS and all departmental forms bearing original signatures.
- (g) The library system board of trustees shall submit copies of the following to GPLS within three days of their receipt or preparation.

DRAFT

Operating DRAFT—November 20, 2007

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1. Signed contracts and purchase orders.
2. Certified bid tabulation forms.
3. Fully executed change orders.

Authority O.C.G.A. §20-5-3; 20-5-43; 20-5-45; 20-5-46; 20-5-48; 20-5-49;

Adopted: TBD Effective: TBD

Cross Ref.: Rule PLS-6-2-.76 (Public Library Capital Outlay Grants: Bidding)
Rule PLS-6-2-.78 (Public Library Capital Outlay Grants: Financial Commitments)

DRAFT

Operating DRAFT—November 20, 2007

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PLS-6-2-.76 PUBLIC LIBRARY CAPITAL OUTLAY GRANTS: BIDDING

(1) DEFINITION

- (a) Contract documents –
 - Final set of construction working drawings,
 - The written specification manual for construction,
 - The written specifications for furnishings and equipment,
 - Final floor plan for furnishings and equipment.
- (b) These documents are the basis of subsequent contracts or purchase orders.

(2) REQUIREMENTS

- (a) 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.
- (b) 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.
- (c) 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.

Authority O.C.G.A. §20-5-46; 20-5-49.

Adopted: TBD Effective: TBD

Cross Ref.: Rule PLS-6-2-.75 (Public Library Capital Outlay Grants:
General Administration)
Rule PLS-6-2-.82 (Public Library Capital Outlay Grants:

DRAFT

Operating DRAFT—November 20, 2007

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Architectural Plans Approval)

Rule PLS-6-2-.85 (Public Library Capital Outlay Grants:
Furnishings and Equipment)

DRAFT

Operating DRAFT—November 20, 2007

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PLS-6-2-.77 PUBLIC LIBRARY CAPITAL OUTLAY GRANTS FINANCIAL REPORTING

(1) DEFINITIONS

- (a) 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.
- (b) Revised Project Budget – Form that is used to update the information submitted on the final Grant Application Agreement. It may be obtained from GPLS.

(2) REQUIREMENTS

- (a) The library system board of trustees shall submit to GPLS written verification of the capital outlay project checking account to include the following:
 - 1. The name and number of the account.
 - 2. The name of the bank where the account is located.
 - 3. The amount of funds deposited from the inception of the account.
 - 4. 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.
- (b) The library system board of trustees shall submit for GPLS approval a Revised Project Budget form:
 - 1. With the construction contract.
 - 2. With the furnishings and equipment bidding documents.
 - 3. When significant changes in the project budget are anticipated.
 - 4. Upon request of GPLS.

Authority O.C.G.A. §20-5-2, 20-5-3, 20-5-43, 20-5-46.

DRAFT

Operating DRAFT—November 20, 2007

Please note that the Georgia Public Library Service is currently operating under these guidelines pending final approval by the Board of Regents.

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PLS-6-2-.77 (Continued)

Cross Ref.: Rule PLS-6-2-.75 (Public Library Capital Outlay Grants:
General Administration)
Rule PLS-6-2-.76 (Public Library Capital Outlay Grants:
Bidding)
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Furnishings and Equipment)

DRAFT

Operating DRAFT—November 20, 2007

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PLS-6-2-.78 PUBLIC LIBRARY CAPITAL OUTLAY GRANTS: FINANCIAL COMMITMENTS

(1) DEFINITIONS

- (a) Allowable capital outlay expenditures – items listed on the Grant Application Agreement form.
- (b) Certificate of Substantial Completion – document signed by all parties who signed the contract for construction and that:
 - 1. Indicates the date of substantial completion.
 - 2. Indicates the date by which remaining items are to be completed.
 - 3. Transfers responsibility for utilities and insurance from the construction contractor to the owner and allows the owner to occupy the building.
 - 4. 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.)
- (c) Local funding agency – governmental agencies that provide capital outlay matching funds and /or maintenance and operating funds for a public library.
- (d) 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.)
- (e) Written verification – copy of official minutes or a letter on letterhead, signed by an authorized official, verifying that an action has taken place.

(2) REQUIREMENTS

- (a) The library system board of trustees shall obtain the signature of the head of each local funding agency on the final Grant Application Agreement.

DRAFT

Operating DRAFT—November 20, 2007

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PLS-6-2-.78 (Continued)

- (b) 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:
 - 2. The official name of the construction project as listed on the final Grant Application Agreement.
 - 2. 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 which will consider appropriation for the project.
 - 3. 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.
 - 4. The date when the funding agency voted to commit the funds for the project to the library system board of trustees.
- (c) 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:
 - 1. A reaffirmation of the local funding commitment.
 - 2. A new letter of financial commitment, which shall be submitted to GPLS prior to the opening session of the Georgia General Assembly.
- (d) 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.

DRAFT

Operating DRAFT—November 20, 2007

Please note that the Georgia Public Library Service is currently operating under these guidelines pending final approval by the Board of Regents.

PLS-6-2-.78 (Continued)

- (e) 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.
- (f) 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.
- (g) 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.

Authority O.C.G.A. §20-5-2, 20-5-46.

Adopted: TBD Effective: TBD

Cross Ref.: Rule PLS-6-2-.75 (Public Library Capital Outlay Grants: General Administration)
Rule PLS-6-2-.77 (Public Library Capital Outlay Grants: Financial Reporting)
Rule PLS-6-2-.80 (Public Library Capital Outlay Grants: Site Approval)

DRAFT

Operating DRAFT—November 20, 2007

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PLS-6-2-.79 PUBLIC LIBRARY CAPITAL OUTLAY GRANTS: LIBRARY SYSTEM REQUESTS FOR GRANT PAYMENTS

(1) DEFINITIONS

- (a) Construction Grant Approval and state funding expenditure schedule – record of GPLS approval of the grant.
- (b) 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.

(2) REQUIREMENTS

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

Authority O.C.G.A. §20-5-2, 20-5-3, 20-5-43, 20-5-46.

Adopted: TBD Effective: TBD

Cross Ref.: Rule PLS-6-2-.75 (Public Library Capital Outlay Grants:
General Administration)
Rule PLS-6-2-.77 (Public Library Capital Outlay Grants:
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Financial Commitments)

DRAFT

Operating DRAFT—November 20, 2007

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PLS-6-2-.80 PUBLIC LIBRARY CAPITAL OUTLAY GRANTS: SITE APPROVAL

(1) DEFINITIONS

- (a) Capital outlay grant schedule – schedule distributed by GPLS for each fiscal year.
- (b) Site Application form – form available from GPLS that contains criteria for site approval.

(2) REQUIREMENTS

- (a) The library system board of trustees shall submit to GPLS:
 - 1. 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.
 - (i) The Site Application form shall show that the site is owned by the city, county or library board or include an option to purchase which indicates the date by which the title will be transferred.
 - (ii) The Attorney's Certificate of Clear Title in Fee Simple form shall:
 - (I) Be submitted on the attorney's letterhead.
 - (II) Indicate that no title restrictions exist which would interfere with the use of the project site for library purposes.
 - 2. A topographical survey and/or a soil engineering study in conjunction with the Final Site Application, if requested by GPLS.

DRAFT

Operating DRAFT—November 20, 2007

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PLS-6-2-.80 (Continued)

3. 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.
4. 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.

(b) 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.

5. The library 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.

Authority O.C.G.A §20-5-2; 20-5-43; 20-5-46; 20-5-48.

Adopted: TBD Effective: TBD

Cross Ref.: Rule PLS-6-2-.75 (Public Library Capital Outlay Grants: General Administration)
Rule PLS-6-2-.78 (Public Library Capital Outlay Grants: Financial Commitments)
Rule PLS-6-2-.82 (Public Library Capital Outlay Grants: Architectural Plans Approval)

DRAFT

Operating DRAFT—November 20, 2007

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PLS-6-2-.81 PUBLIC LIBRARY CAPITAL OUTLAY GRANTS: BUILDING PROGRAM APPROVAL

(1) DEFINITION

- (a) Written building program – the control document used in preparing and reviewing the architectural plans and the furnishing and equipment specifications

(2) REQUIREMENTS

- (a) The library system board of trustees shall:
 - 1. 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.
 - 2. 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.
 - 3. Select an author for the written building program who holds a Master of Library Science degree from a library school accredited by the American Library Association.
- (b) The written building program shall include:
 - 1. Table of Contents.
 - 2. Overview and Introduction which describes the project to also include:
 - (i) A brief summary of the project.
 - (ii) A statement of need for the project.
 - (iii) Proposed project schedule.
 - (iv) The building designed must mirror the building program document, except for variances approved by the library system and GPLS.

DRAFT

Operating DRAFT—November 20, 2007

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PLS-6-2-.81 (Continued)

- (v) The building team members and the specific roles and responsibilities of each.
3. 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:
 - (i) 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.
 - (ii) 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.
 - (iii) 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.
 - (iv) Types of business, industry and trade.
 4. 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.
 5. 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.
 6. 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:
 - (i) A brief history of the library.

DRAFT

Operating DRAFT—November 20, 2007

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PLS-6-2-.81 (Continued)

- (ii) The philosophy of service including roles, goals and objectives for providing library services to the community.
 - ~~(iii)~~ The strategic plan of the library system including how the construction of the facility and the building service plan or service responses relates to the overall strategic plan of the system as a whole.
 - (iv) Materials collections describing the following:
 - (I) The present collections.
 - (II) The types and sizes of collections in the new and/or renovated facility.
 - (III) A table showing for each type of collection the types of shelving, the required number of sections and the conversion factors used.
 - (IV) If replacing an existing facility or adding and renovating to 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.
 - (v) A listing of all proposed staff positions during the first year of operation.
 - (vi) Proposed public service hours during the first year of operation.
 - (vii) The projected operating budget for the first year.
7. Space and Cost Estimate Analysis including:

DRAFT

Operating DRAFT—November 20, 2007

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- (i) An estimate of the overall amount of square footage needed based upon the library service area and state space standards.
- (ii) A capital improvement budget for the project showing anticipated disbursements and sources of funds in the following categories:

PLS-6-2-.81 (Continued)

- (I) Disbursements
 - I. Construction contract
 - II. Architectural and site engineering fees
 - III. Furnishings and equipment
 - IV. Consultants' fees
 - V. Site engineering
 - VI. Advertising bids
 - VII. Miscellaneous
 - VIII. Legal and audit fees
 - IX. Site development
 - X. Contingency
- (II) Sources of Funds
 - I. State of Georgia – Board of Regents
 - II. State of Georgia and Federal Funds
 - III. County Source of Funds
 - a. General Appropriation
 - b. SPLOST
 - c. Bonds
 - d. Impact Fees

DRAFT

Operating DRAFT—November 20, 2007

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- IV. City
- V. Other local governmental agencies
- VI. Private

PLS-6-2-.81 (Continued)

8. Facility Space Requirements including:

- (i) A spatial diagram and/or an interaction matrix showing spatial relationships of the areas of the library.
- (ii) 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.
- (iii) A space description with architectural requirements, including a general narrative and a description of each individual space, which addresses:
 - (I) Square footage
 - (II) Occupancy by staff and public
 - (III) Types and sizes of material collections
 - (IV) Functional activity
 - (V) Important spatial relationships to other areas
 - (VI) Flexibility/expandability
 - (VIII) Energy efficiency
 - (IX) Environmental conditions
 - (X) Fenestration

DRAFT

Operating DRAFT—November 20, 2007

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- (XI) Building materials and finishes
- (XII) Handicapped accessibility
- (XIII) Acoustics
- (XIV) Vertical transportation
- (XV) Electrical needs
- (XVI) Lighting needs

PLS-6-2-.81 (Continued)

- (XVII) Computer/data communication needs
- (XVIII) Security
- (XIX) Visual supervision
- (XX) Signage and display
- (XXI) Audiovisual requirements
- (XXII) Listing of furnishings and equipment

9. Furniture and Equipment Master List including all furniture and equipment required in all areas of the facility.

Adopted: TBD Effective: TBD

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DRAFT

Operating DRAFT—November 20, 2007

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PLS-6-2-.82 PUBLIC LIBRARY CAPITAL OUTLAY GRANTS: ARCHITECTURAL PLANS APPROVAL

(1) DEFINITIONS

- (a) Contract documents:
 - 1. For construction, the final set of working drawings and written specifications.
 - 2. For furnishings and equipment, the specification manual, final floor plan and shop drawings, if applicable.
- (b) Schematic plans – architect’s design interpretation that addresses requirements of the written building program.
- (c) Design development plans – expansion of the schematic plans, which include furnishings and equipment layouts, and lighting overlays.
- (d) Working drawings – complete drawings accompanied by detailed written specifications from which the construction contractor builds the building.
- (e) Library material – collection of items to include books, audiovisual materials, periodicals, microfilm, etc.

(2) REQUIREMENTS

- (a) 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.
- (b) 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:
 - 1. Architectural plans that include:

DRAFT

Operating DRAFT—November 20, 2007

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PLS-6-2-.82 (Continued)

- (i) A site plan showing building location, parking plan and a 10 year expansion plan.
- (ii) A floor plan showing the spatial arrangement with the complete furnishings and equipment layout including Americans with Disabilities Act (ADA) requirements.
- (iii) Building elevations from all four directions showing the locations of openings, roof lines, etc.
 - 1. 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.
 - 2. 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.
 - 3. Verification or modification of the master list of furnishings and equipment from the written building program, including a cost estimate.
 - 4. The architect's preliminary construction cost estimate.
 - 5. 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:
- (c) A structural engineering study that verifies the structural integrity of the existing facility and the feasibility of the proposed project.
 - (i) In asbestos survey to determine the presence of all asbestos-containing materials in the existing building and the total bonded estimated cost for their removal.
 - (ii) Environmental air quality survey to determine the quality of the indoor air and suggest and remediation if required.
 - (iii) Analysis of the needed changes for full Southern Building Code compliance
- (d) 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:

DRAFT

Operating DRAFT—November 20, 2007

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PLS-6-2-.82 (Continued)

1. Architectural plans that include.

(i) A site plan describing

a. Any soil contamination below ground structure

(I) Topology

(II) Soil Engineering Study

(III) Area Plans

(IV) Square Foot Tabulation

(V) Existing buildings.

(VI) Access roads.

(VII) Sidewalks.

(VIII) Parking.

(IX) Survey control points.

(X) Bench marks.

(XI) Drainage.

(IX) Routing of sewer, water, gas and other utilities.

(ii) Floor plans showing

(I) Complete functional layout.

(II) Room designations.

(III) Major dimensions and critical dimensions.

DRAFT

Operating DRAFT—November 20, 2007

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(IV) Structural columns.

(V) Furnishings and equipment layout.

PLS-6-2-.82 (Continued)

- (iii) Lighting and electrical distribution systems using separate overlay prints on the approved schematic furnishings and equipment plan that show:
 - (I) All sources of artificial illumination, with a legend that indicates the type of light fixtures.
 - (iv) All electrical outlets, telephone jacks, computer/data communications outlets and audiovisual outlets.
 - (v) Building elevations from all four directions showing all openings, roof lines, type and extent of building finishes and finish grade at building.
 - (vi) Building cross sections showing the relationship of various levels, floor to ceiling heights, construction systems and materials.
 - (vii) Preliminary finish schedule listing types of materials to be used on floors, ceilings and walls for all interior spaces.
2. 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.
3. A topographical survey including:
- (i) The date, seal, signature and state registration number of the surveyor.
 - (ii) The drawing scale.
 - (iii) Directional orientation.

DRAFT

Operating DRAFT—November 20, 2007

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- (iv) Establishment of local benchmark.
- (v) Ground elevations of site.
- (vi) Water systems.

PLS-6-2-.82 (Continued)

- (vii) Sanitary sewer systems.
 - (viii) Storm drainage system.
 - (ix) Gas distribution.
 - (x) Overhead and underground power and telephone lines.
 - (xi) Adjacent roads, streets and driveways.
 - (xii) Location of all billboards, trees, steps, fire hydrants, signs, fences and meters lying between the edge of paving and the right-of-way.
 - (xiii) Ground cover and structures within the boundaries.
 - (xiv) Railroads.
 - (xv) Easements.
4. A soil engineering study performed by a state licensed firm/individual under the direction of the project architect including:
- (i) General conditions.
 - (ii) Bearing strength of the soil.
 - (iii) The amount of required cut and fill.
 - (iv) Subsurface conditions such as underground water, bedrock, building foundations and abandoned utilities.
 - (iv) Recommendations.

DRAFT

Operating DRAFT—November 20, 2007

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4. A lump sum construction cost estimate by building system as submitted by the architect, including a listing of alternates.
5. A preliminary furnishings and equipment cost estimate reflecting any changes that have taken place as a result of architectural modifications.

PLS-6-2-.82 (Continued)

NOTE: The library system board of trustees shall submit all documents required for design development approval in time for GPLS to prepare the state board agenda item requesting grant award at the final Board of Regents of the University System of Georgia meeting of the fiscal year from which the funds were appropriated.

- (e) 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:
 1. 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.
 2. Verification of the approval of the local fire/building official.
 3. A copy of the Invitation to Bid giving the bid date, time and location of the bid opening which 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.
 4. 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 paragraph (c), subparagraph 5.
 5. 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.
 6. A draft of the furnishings and equipment contract documents including:

DRAFT

Operating DRAFT—November 20, 2007

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- (i) The invitation to bid, instructions to bidders and bid forms.
 - (ii) Item specifications and related drawings.
 - (iv) Dimensioned floor plan as approved by GPLS at the design development phase.
- (f) The library system board of trustees shall obtain GPLS approval of all addenda to the contract documents prior to their release to potential bidders.

Authority O.C.G.A. §20-5-2; 20-5-43; 20-5-46.

PLS-6-2-.82 (Continued)

Adopted: TBD Effective: TBD

Cross Ref.: Rule PLS-6-2-.75 (Public Library Capital Outlay Grants: General Administration)
Rule PLS-6-2-.76 (Public Library Capital Outlay Grants: Bidding)
Rule PLS-6-2-.81 (Public Library Capital Outlay Grants: Building Program Approval)
Rule PLS-6-2-.85 (Public Library Capital Outlay Grants: Furnishings and Equipment)

DRAFT

Operating DRAFT—November 20, 2007

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PLS-6-2-.83 PUBLIC LIBRARY CAPITAL OUTLAY GRANTS: COMMENCEMENT OF CONSTRUCTION

(1) REQUIREMENTS

- (a) The library system board of trustees shall ensure that construction begins within 180 days following grant award by the board.
- (b) At least 5% of the total cost of the construction project must be expended within 6 months of the sale of the state bonds for the project.
- (c) 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.
- (d) In the event of unusual or extreme circumstances preventing the commencement of construction within 180 days, the library system board shall submit to the Assistant Vice Chancellor or designee a written request for an extension of up to 360 days.
 1. Requests for extensions beyond this time period shall be made to the state board by the public library system board in accordance with Rule PLS-1-3-.02 (Suspension of Rules (Waiver)).

Authority O.G.G.A. § 20-5-2.

Adopted: TBD Effective: TBD

DRAFT

Operating DRAFT—November 20, 2007

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PLS-6-2-.84 PUBLIC LIBRARY CAPITAL OUTLAY GRANTS: ACCEPTANCE OF THE BUILDING

(1) DEFINITION

- (a) Final inspection – physical inspection of the building using a previously prepared punch list to determine whether the building is substantially complete.

(2) REQUIREMENTS

- (a) 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.
- (b) 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.
- (c) At final completion the library system shall be provided a copy of final record (as-built) drawings, operation and maintenance manuals, warranties, and a schedule for training on equipment provided in the contract.
- (d) At one-year of occupancy in new or renovated facility, library system shall provide to GPLS a post-occupancy report. Post-occupancy reporting guideline will be provided by GPLS.

Authority O.C.G.A. §20-5-2; 20-5-43; 20-5-45; 20-5-46.

Adopted: TBD Effective: TBD

Cross Ref.: Rule PLS-6-2-.78 (Public Library Capital Outlay Grants:
Financial Commitments)
Rule PLS-6-2-.79 (Public Library Capital Outlay Grants:

DRAFT

Operating DRAFT—November 20, 2007

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Library System Requests for Grant Payments)

DRAFT

Operating DRAFT—November 20, 2007

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PLS-6-2-.85 PUBLIC LIBRARY CAPITAL OUTLAY GRANTS: FURNISHINGS AND EQUIPMENT

(1) DEFINITION

- (a) Furnishings and equipment specifications manual – document that includes the invitation to bid, bid forms, instructions to bidders and individual product specifications.

(2) REQUIREMENTS

- (a) 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.
- (b) The library system board of trustees shall obtain GPLS approval of all addenda to the contract documents prior to their release to potential bidders.
- (c) Library system boards of trustees shall be authorized to purchase items contained on state contracts without further bidding.
- (d) Library system board of trustees shall inform 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.
- (e) 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.

Authority O.C.G.A. §20-5-2; 20-5-43; 20-5-46.

Adopted: TBD Effective: TBD

Cross Ref.: Rule PLS-6-2-.75 (Public Library Capital Outlay Grants:
General Administration)
Rule PLS-6-2-.77 (Public Library Capital Outlay Grants:
Financial Reporting)
Rule PLS-6-2-.78 (Public Library Capital Outlay Grants:

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Financial Commitments)

Rule PLS-6-2-.81 (Public Library Capital Outlay Grants:

Building Program Approval)