

Bristol Virginia Public Schools PPEA Checklist

New Intermediate School



✓	Confirmed building of new elementary school is a qualifying project under the PPEA	Spring 2017
✓	School Board passes resolution authorizing PPEA	June 5, 2017
✓	Presentation to City Council regarding Virginia's Public-Private Educational Facilities Infrastructure and closed session discussion of public funds	August 22, 2017
✓	Notify Office of Support Services of planned project using SBCR-SSWS electronic tracking system.	March 8, 2018
✓	Determine and confirm PPEA Review Team members	March 2018
✓	Receive unsolicited proposal; Vendor must also notify City as an affected jurisdiction within five (5) business days of submission to the Board	February 26, 2018
✓	Board must determine if it is going to accept for publication and conceptual-phase consideration	March 5, 2018
✓	Once Board accepts; must post Notice of Receipt and Acceptance requesting competing proposals in public area, website, newspaper, VBO within 10 business days; also must have one hard copy available for public review – minimum 45 day posting period	March 7, 2018
✓	Board contracts with an outside advisor to assist in evaluation of proposals	March 19, 2018
✓	Board establishes criteria for evaluation of proposals and indicates use of competitive negotiation and why using competitive negotiation - Resolution to Use Competitive Negotiation	March 5, 2018
✓	Receives competing conceptual proposals, if any – must post within 10 working days after acceptance of proposal	May 7, 2018
	Review competing conceptual proposals, if any	June/July 2018
	Board decides to move forward to detailed phase with one or more proposers (if more than one, need to determine if costs be reimbursed to unsuccessful proposal) – determine if want to charge an additional review fee; notify proposers	July/August 2018
	Review of detailed proposal(s)	September/October 2018
	Board selects and accepts a proposal and within 10 working days posts for public inspection	September/October 2018
	Negotiation and development of interim or comprehensive agreement	October 2018
	Public hearing on proposed project (must be 30 days prior to entering into an agreement) and post draft interim or comprehensive agreement	October 2018
	Execute interim or comprehensive agreement	November 2018

	Post proposed agreement	November 2018
	City Council Approval before interim or comprehensive agreement executed; Resolution – City Council	November 2018
	Execute Agreement	November 2018
	Make all procurement records available	December 2018
	Send agreement to Auditor of Public Accounts	December 2018
	Submit one copy of final drawings and bid documents along with the approval letter from the Superintendent and statement form architect of Office of Support Services, Department of Education (§22-.1-140, <i>Code of Virginia</i>)	December 2018
	Submit cost data to Office of Support Services using SBCR-SSWS electronic tracking system	January 2019 – September 2020