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## ECIVIS BUILDING RENEWAL GRANT SOLICITATIONS OVERVIEW

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**Background:** The Building Renewal Grant fund was established for the purpose of maintaining the adequacy of existing school facilities. School districts may apply for these monies to fund primary building renewal projects including major renovations and repairs of a building, upgrades to building systems that will maintain or extend the useful life of a building, and for infrastructure costs.

**eCivis Transition:** Effective July 31, 2020, the SFB will only accept **new BRG applications** through the eCivis system. As part of this transition, the various phases of a BRG project are now separated into different types of grant solicitations. Districts should only apply to the applicable BRG solicitation that best represents the *current* phase of a BRG project. To apply for a specific BRG solicitation through eCivis please visit the SFB website at [sfb.az.gov](http://sfb.az.gov) and click on the *BRG APPLICATIONS* tab to access.

### Types of eCivis BRG Solicitations/Grants:

- **Assessment:** Apply for this grant when a building system is showing signs of needed repairs or replacement but the full extent of the problem needs further exploration; the assessment is used to determine the appropriate scope of work (*see page 2*).
- **Design:** Apply for this grant after an assessment has been completed and a scope of work has been developed, and professional services are now needed (*see page 3*).
- **Procurement Services:** Apply for this grant after an assessment has been completed, a scope of work has been developed, a design has been prepared, the design has been reviewed by SFB staff, and procurement services are now needed (*see page 4*).
- **Equipment Repair/Replacement:** Apply for this grant when a building system has failed and like-for-like repair/replacement can be performed without professional services and grant request does not exceed \$30,000 (*see page 5*).
- **Construction:** After an assessment has been completed, a scope of work has been developed, a design has been prepared, the design has been reviewed by SFB staff, procurement has been completed, and now funding for construction is needed (*see page 6*).

**Funding Requirements:** All projects funded under this program must be completed within twelve (12) consecutive months per A.R.S. 15-2032 (B).

**Questions & Assistance:** Please contact your SFB Liaison if you have any questions or need additional information ([Liaisons by District](#)).

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## BRG ASSESSMENT SOLICITATION

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**Overview:** This solicitation is specifically intended for securing funds to complete an **Assessment** in order for a school district to determine if an actual BRG deficiency exists. Review this SFB policy for additional information: [Assessment Requirements Policy](#)

*Note: This grant does not include funding for costs associated with Design, Procurement Services, Equipment Repair/Replacement or Construction services; districts should apply separately for these types of BRG grants if funds are needed or consult with their SFB Liaison for additional guidance.*

**When To Apply:** When a building system is showing signs of needed repairs or replacement; the assessment is used to determine the appropriate scope of work.

### Eligibility:

- To qualify an Arizona School District must meet [Title 15, Chapter 16](#)
- Ability to provide the following:
  - a proposal/quote for the completion of the assessment service
  - verification that the assessment will be conducted with a building that generates capacity for the school district (see link: [District Facility Information](#))
- Verification that the **assessment** needed is in order to determine if at least one of the following minimum adequacy guideline deficiencies exist ([A.A.C. 7-06](#)):
  - R7-6-205.B. School Site-Safe access
  - R7-6-205.D. School Site-Drainage
  - R7-6-205.E. School Site-Security
  - R7-6-212. Classroom Lighting
  - R7-6-213. Classroom Temperature
  - R7-6-214. Classroom Acoustics
  - R7-6-215. Classroom Air Quality
  - R7-6-226.B. Food Service
  - R7-6-227. Equipment List for Food Service
  - R7-6-250.B. Equipment List for Physical Education
  - R7-6-256. Two-way Internal Communication System
  - R7-6-257. Fire Alarm
  - R7-6-260. Laws and Building Codes
  - R7-6-265. Building Systems
  - R7-6-270. Building Structural Soundness
  - R7-6-271. Exterior Envelope, Interior Surfaces and Interior Finishes
- Identification of whether or not this project is related to a “primary building renewal project” concern. ([A.R.S. 15-2032 \(J.1\)](#)).
- School District must be compliant with the following SFB Annual Reporting Requirements (see link: [District Facility Information](#)):
  - Building Inventory
  - Annual Preventative Maintenance Reporting Statement
  - Renovations Expenditures Report

### Files:

- [SFB BRG Assessment Budget Worksheet](#)
- [Assessment Requirements Policy](#)
- [BRG Eligibility Checklist](#)
- [HVAC Policy](#)
- [Separation of Professional Assessment Service Policy](#)
- [Policy on Rooftop Solar](#)
- [Roofing Performance Specifications](#)
- [Fire Alarm Performance Specifications](#)

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## BRG DESIGN SOLICITATION

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**Overview:** This solicitation is specifically intended for the **Design** services portion of a BRG Project in order for a school district to secure funds for professional services (architectural, structural engineering, hazardous materials testing, etc.). Review the SFB Design Guidelines for additional information ([A&E Design Guidelines](#)).

*Note: This grant does not include funding for costs associated with Assessment, Procurement Services, Equipment Repair/Replacement or Construction services; districts should apply separately for these types of BRG grants if funds are needed or consult with their SFB Liaison for additional guidance.*

**When To Apply:** After an assessment has been completed and a scope of work has been developed, and professional services are now needed.

### Eligibility:

- To qualify an Arizona School District must meet [Title 15, Chapter 16](#)
- Ability to provide the following:
  - a proposal/quote for completion of the design services, including all “Basic Services” and “Construction Administration
  - documentation of a previously completed assessment (*note: if an assessment is not available consider applying for a BRG Assessment Grant or contact your SFB Liaison for assistance*)
  - verification that the design will be completed on a building that generates capacity for the school district (see link: [District Facility Information](#))
- Verification that the *design* needed is in order to determine if at least one of the following minimum adequacy guideline deficiencies exist ([A.A.C. 7-06](#)):
  - R7-6-205.B. School Site-Safe access
  - R7-6-205.D. School Site-Drainage
  - R7-6-205.E. School Site-Security
  - R7-6-212. Classroom Lighting
  - R7-6-213. Classroom Temperature
  - R7-6-214. Classroom Acoustics
  - R7-6-215. Classroom Air Quality
  - R7-6-226.B. Food Service
  - R7-6-227. Equipment List for Food Service
  - R7-6-250.B. Equipment List for Physical Education
  - R7-6-256. Two-way Internal Communication System
  - R7-6-257. Fire Alarm
  - R7-6-260. Laws and Building Codes
  - R7-6-265. Building Systems
  - R7-6-270. Building Structural Soundness
  - R7-6-271. Exterior Envelope, Interior Surfaces and Interior Finishes
- Identification of whether or not this project is related to a “primary building renewal project” concern. ([A.R.S. 15-2032 \(J.1\)](#)).
- School District is compliant with the following SFB Annual Reporting Requirements (see link: [District Facility Information](#)):
  - Building Inventory
  - Annual Preventative Maintenance Reporting Statement
  - Renovations Expenditures Report

### Files:

- [SFB BRG Design Budget Worksheet](#)
- [Assessment Requirements Policy](#)
- [BRG Eligibility Checklist](#)
- [HVAC Policy](#)
- [Separation of Professional Assessment Service Policy](#)
- [Policy on Rooftop Solar](#)
- [Roofing Performance Specifications](#)
- [Fire Alarm Performance Specifications](#)

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## BRG PROCUREMENT SERVICES SOLICITATION

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**Overview:** This solicitation is specifically intended for securing funding for **Procurement Services** assistance needed in order for a school district to select an appropriate vendor for a future BRG Construction Project. Review the SFB Procurement Services guidelines/requirements for additional information [Building Renewal Grant Funded Policy](#)

*Note: This grant does not include funding for costs associated with Assessment, Design, Equipment Repair/Replacement, or actual Construction services; districts should apply separately for these types of BRG grants if funds are needed or consult with their SFB Liaison for additional guidance.*

**When To Apply:** After an assessment has been completed, a scope of work has been developed, a design has been prepared, the design has been reviewed by SFB staff, and procurement services are now needed.

### Eligibility:

- To qualify an Arizona School District must meet [Title 15, Chapter 16](#)
- Ability to provide the following:
  - a proposal/quote for completion of the procurement services
  - documentation of a previously completed design (*note: if a design is not available, consider applying for a BRG Design Grant or contact your SFB Liaison for assistance*)
  - verification that the procurement services are needed for a building that generates capacity for the school district (see link: [District Facility Information](#))
  - verification that the procurement services are needed in order to eventually address a minimum adequacy guidelines deficiency or is related to a “primary building renewal project” concern. ([A.R.S. 15-2032 \(J.1\)](#)).
- Verification that the *procurement services* are needed is in order to eventually address if at least one of the following minimum adequacy guideline deficiencies exist ([A.A.C. 7-06](#)):
  - R7-6-205.B. School Site-Safe access
  - R7-6-205.D. School Site-Drainage
  - R7-6-205.E. School Site-Security
  - R7-6-212. Classroom Lighting
  - R7-6-213. Classroom Temperature
  - R7-6-214. Classroom Acoustics
  - R7-6-215. Classroom Air Quality
  - R7-6-226.B. Food Service
  - R7-6-227. Equipment List for Food Service
  - R7-6-250.B. Equipment List for Physical Education
  - R7-6-256. Two-way Internal Communication System
  - R7-6-257. Fire Alarm
  - R7-6-260. Laws and Building Codes
  - R7-6-265. Building Systems
  - R7-6-270. Building Structural Soundness
  - R7-6-271. Exterior Envelope, Interior Surfaces and Interior Finishes
- Identification of whether or not this project is related to a “primary building renewal project” concern. ([A.R.S. 15-2032 \(J.1\)](#)).
- School District is compliant with the following SFB Annual Reporting Requirements (see link: [District Facility Information](#)):
  - Building Inventory
  - Annual Preventative Maintenance Reporting Statement
  - Renovations Expenditures Report

### Files:

- [SFB BRG Procurement Services Budget Worksheet](#)
- [Separation of Professional Assessment Service Policy](#)
- [Assessment Requirements Policy](#)
- [BRG Eligibility Checklist](#)

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# BRG EQUIPMENT REPAIR/REPLACEMENT SOLICITATION

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**Overview:** This solicitation is specifically intended for the nonstructural **equipment repair or replacement** in order to correct a known deficiency. The maximum amount of award for this grant is **\$30,000**. Review the SFB BRG guidelines/requirements for additional information [Building Renewal Grant Funded Policy](#)

*Note: This grant does not include funding for costs associated with Assessment, Design, Procurement Services, or Construction services; districts should apply separately these types of BRG grants if funds are needed or consult with their SFB Liaison for additional guidance.*

*In addition, roofing projects, equipment replacement located on building roofs, weatherization projects, etc. or other equipment repairs/replacements that may require an assessment, design, or have a potential structural impact are not eligible under this grant.*

**When To Apply:** When a building system has failed and like-for-like repair/replacement can be performed without professional services.

## Eligibility:

- To qualify an Arizona School District must meet [Title 15, Chapter 16](#)
- Ability to provide the following:
  - a proposal/quote for the repair/replacement of existing equipment
  - verification that the equipment is located in a building that generates capacity for the school district (see link: [District Facility Information](#))
- Verification that the *equipment repair/replacement* is needed is in order to correct at least one of the following minimum adequacy guideline deficiencies exist ([A.A.C. 7-06](#)):
  - R7-6-205.B. School Site-Safe access
  - R7-6-205.D. School Site-Drainage
  - R7-6-205.E. School Site-Security
  - R7-6-212. Classroom Lighting
  - R7-6-213. Classroom Temperature
  - R7-6-214. Classroom Acoustics
  - R7-6-215. Classroom Air Quality
  - R7-6-226.B. Food Service
  - R7-6-227. Equipment List for Food Service
  - R7-6-250.B. Equipment List for Physical Education
  - R7-6-256. Two-way Internal Communication System
  - R7-6-257. Fire Alarm
  - R7-6-260. Laws and Building Codes
  - R7-6-265. Building Systems
  - R7-6-270. Building Structural Soundness
  - R7-6-271. Exterior Envelope, Interior Surfaces and Interior Finishes
- Identification of whether or not this project is related to a “primary building renewal project” concern. ([A.R.S. 15-2032 \(J.1\)](#)).
- School District is compliant with the following SFB Annual Reporting Requirements (see link: [District Facility Information](#)):
  - Building Inventory
  - Annual Preventative Maintenance Reporting Statement
  - Renovations Expenditures Report

## Files:

- [SFB BRG Equipment Repair/Replacement Budget Worksheet](#)
- [BRG Eligibility Checklist](#)
- [HVAC Policy](#)
- [Separation of Professional Assessment Service Policy](#)
- [Policy on Rooftop Solar](#)
- [Roofing Performance Specifications](#)
- [Fire Alarm Performance Specifications](#)

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## BRG CONSTRUCTION SOLICITATION

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**Overview:** This solicitation is intended to provide funding to secure services for the completion of a **Construction** project in order to correct an identified deficiency. Review the SFB Procurement Services guidelines/requirements for additional information [Building Renewal Grant Funded Policy](#)

*Note: This grant does not include funding for costs associated with Assessment, Design (Basic Services and Construction Administration), Procurement Services, or Equipment Repair/Replacement; districts should apply separately for these types of BRG grants if funds are needed or consult with their SFB Liaison for additional guidance.*

**When To Apply:** After an assessment has been completed, a scope of work has been developed, a design has been prepared, the design has been reviewed by SFB staff, procurement has been completed, and now funding for construction is needed.

### Eligibility:

- To qualify an Arizona School District must meet [Title 15, Chapter 16](#)
- Ability to provide the following:
  - a proposal/quote for completion of the construction services
  - documentation of a previously completed *design* and all applicable construction documents listed below; funding for construction administration is provided in the design solicitation, therefore, is not included in the construction solicitation (*note: if a design is unavailable please consider applying for a BRG Design Grant or contact your SFB Liaison for assistance*)
  - verification that the construction is for a building that generates capacity for the school district (see link: [District Facility Information](#))
- Verification that the *construction* needed is in order to correct at least one of the following minimum adequacy guideline deficiencies exist ([A.A.C. 7-06](#)):
  - R7-6-205.B. School Site-Safe access
  - R7-6-205.D. School Site-Drainage
  - R7-6-205.E. School Site-Security
  - R7-6-212. Classroom Lighting
  - R7-6-213. Classroom Temperature
  - R7-6-214. Classroom Acoustics
  - R7-6-215. Classroom Air Quality
  - R7-6-226.B. Food Service
  - R7-6-227. Equipment List for Food Service
  - R7-6-250.B. Equipment List for Physical Education
  - R7-6-256. Two-way Internal Communication System
  - R7-6-257. Fire Alarm
  - R7-6-260. Laws and Building Codes
  - R7-6-265. Building Systems
  - R7-6-270. Building Structural Soundness
  - R7-6-271. Exterior Envelope, Interior Surfaces and Interior Finishes
- Identification of whether or not this project is related to a “primary building renewal project” concern. ([A.R.S. 15-2032 \(J.1\)](#)).
- Verification that a Design has been completed (if unavailable consider applying for a BRG Design Grant, or contact your SFB Liaison)
- Ability to upload the following construction/IFB Checklist documents (see link: [IFB Checklist](#)):
  - A. Invitation For Bid solicitation (includes Bid documents listed below)
  - B. Bid documents:
    - 1. Scope of Work (narrative)
    - 2. Specifications
    - 3. Drawings
    - 4. Project schedule
  - C. Hazardous Containing Materials:
    - 1. HCM survey results
    - 2. HCM abatement (as required)
  - D. Proof of advertisement
  - E. Pre-bid sign in sheet for site walk-through
  - F. Amendments/Addendums (as required)

G. Bid Opening:

1. Bid tab
2. Low qualified responsible and responsive bid
3. Letter of Recommendation for award

H. Professional services quotes to complete the project:

1. Construction Administration
2. 3rd party Quality Assurance\Quality Control (Roofing and Weatherization only, need determined by SFB Liaison)
3. Commissioning (Applied HVAC Systems only)
4. Remediation Oversight (as required)
5. Other related quotes

- School District is compliant with the following SFB Annual Reporting Requirements (see link: [District Facility Information](#)):
  - Building Inventory
  - Annual Preventative Maintenance Reporting Statement
  - Renovations Expenditures Report

**Files:**

- [SFB BRG Construction Budget Worksheet](#)
- [School District Procurement Rules](#)
- [Assessment Requirements Policy](#)
- [BRG Eligibility Checklist](#)
- [HVAC Policy](#)
- [Separation of Professional Assessment Service Policy](#)
- [Policy on Rooftop Solar](#)
- [Roofing Performance Specifications](#)
- [Fire Alarm Performance Specifications](#)
- [IFB Checklist](#)