DISPUTE RESOLUTION PROCEDURE
FOR THE SCHOOL BOARD'S
SMALL BUSINESS ENTERPRISE ENCOURAGEMENT PROGRAM

Disputes are to be fairly and quickly resolved. Therefore, the following steps are to be followed:

I. Disputes between sub-contractors and construction managers:

A. Disputes between sub-contractors and construction managers are to be discussed first between field representatives of the sub-contractor and the construction manager.

B. If unresolved, the sub-contractor, or construction manager may request assistance from the project architect and/or the district's project manager. At the resolution discussion, the representatives of the sub-contractor and the construction manager need to have the authority to settle.

II. Disputes between the construction manager and the district:

A. The primary level of resolution is between the project manager for the district and the construction manager.

B. If unresolved, the Director of Construction Services will meet with the two project managers. Others who might help in the resolution, such as the School Board Architect, the project architect, and the Manager of Supplier Diversity may be invited.

C. If unresolved, representatives of the Construction Manager and will meet with the Assistant Superintendent of Facilities and Operations and other district facilities personnel to reach resolution.

III. Disputes regarding short-listing or selection processes.

A. If there is a dispute regarding the architect selection, the architectural firm's representatives will meet with the district's Director of Architectural Services to resolve the issue.

B. If there is a dispute regarding construction manager selection, the construction manager's representatives will meet with the Director of Construction services to resolve the issue.

C. If unresolved, representatives will meet with the Assistant Superintendent of Facilities and Operations for resolution.

Note: All discussions at levels B and C shall be documented in writing and copies provided to all parties.

Dated: 9/9/2008