## FACILITIES MANAGEMENT BROWARD COLLEGE®

## Facilities 101 Vendor Training April 10, 2025







# Vice President, Deborah Czubkowski FACILITIES MANAGEMENT BROWARD COLLEGE\*

#### HOUSEKEEPING

- Break at 10:00 A.M.
- Light breakfast provided by Milliken Flooring & Haworth.
- Cold beverages provided by Broward College Auxiliary Services
- No food or drinks inside the auditorium

- Restrooms and water fountains located behind the Auditorium
- Cell phone ringers off
- BC is a Tobacco Free Workplace









# Welcome to Broward College President, Torey Alston

"Together, we make Broward College the number one destination for academic excellence."

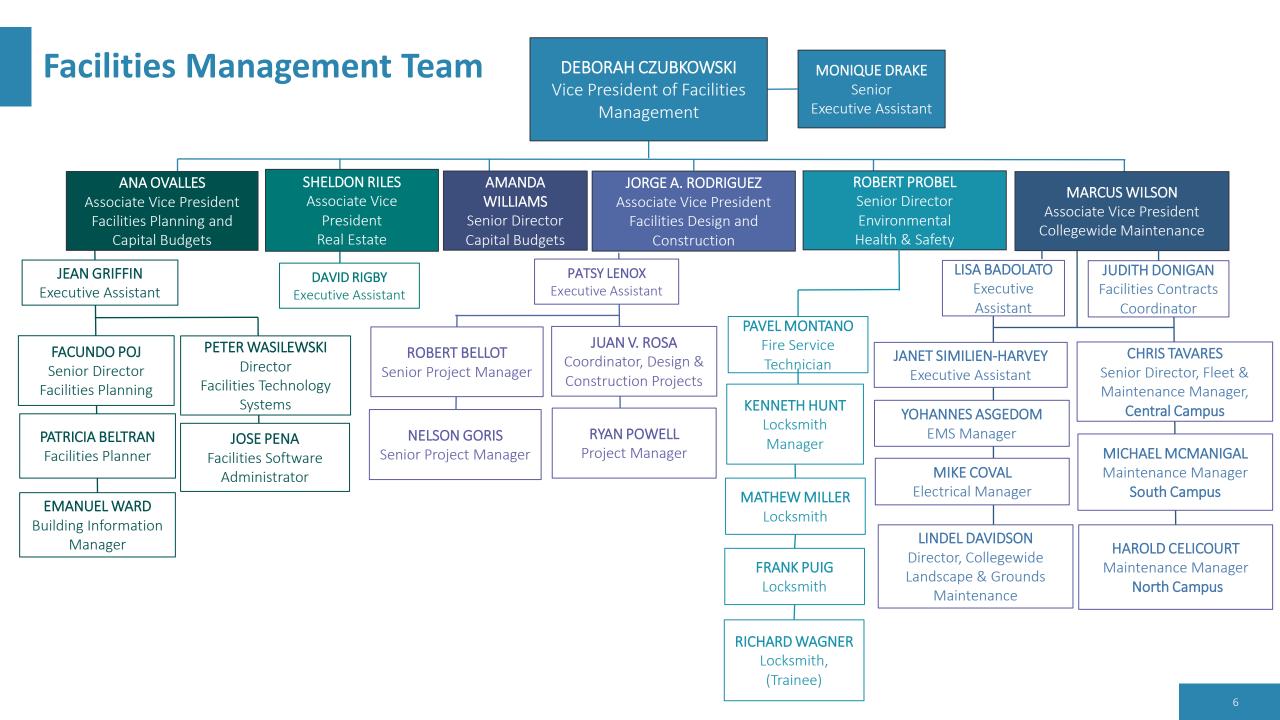
## FACILITIES MANAGEMENT BROWARD COLLEGE\*

#### OUR MISSION

Our Mission is to support and stimulate the educational goals of the College by constructing and maintaining safe, sustainable, and inspirational environments while balancing our financial resources, leveraging the talent of local engineering, design, and construction professionals, and maintaining relationships with the communities that support us.

#### Who We Are and What We Do

The Broward College Facilities Management Department supports the institution by providing a safe and sustainable environment for its students, faculty, staff, and guest. The Facilities Management Department provides oversight and management of three **Broward** College campuses and seven Broward College Centers comprising of roughly 376.63 acres, 72 buildings, and approximately 2,885,875 square feet of building area. The Facilities Management Department is responsible for the planning, design, construction, maintenance, safety, and fire for all Broward College facilities.



### **Facilities Management Overview**

Initiation

**Planning** 

Design

**Pre-Con** 

Construction

Occupancy

Closeout

Identify need & Funding (CIP & Educational Plant Survey)

> Project Number

Establish initial schedule

Surveys

State Required Forms

Identify Stakeholders &

Scope

Schematic Design

**BC** Resources

Develop FF&E Plan

**Equipment List** 

Project Turnover Contingent Worker

BC Design & Construction Standards

Design Professional

A/E
Deliverables
and BC
Disciplines
Coordination

A/E & CM
Estimates &
Schedule
updates

Construction Managers

**Bid Process** 

**Auxiliary Services** 

**GMP** 

Cost & Value Engineer

Purchase Order

Preconstruction Meeting Kick Off Construction Meeting

**Building Permits** 

**Procore** 

**Construction** and Inspections

**Life Safety** 

**Progress Payments** 

Schedule of Values

Retainage

**Punch List** 

Temporary
Certificate of
Occupancy

Certificate of Occupancy

Coordinate FF&E and Staff Moves Closeout Process

As-built Drawings

Equipment transfer control

Post Occupancy Review

7

### **Sheldon Riles**

Associate Vice President Real Estate



















#### **Real Estate Portfolio**

#### Sheldon Riles – AVP Real Estate

Broward College is comprised of 72 buildings. Approximately 2,885,875 SF of bldg. space, and roughly 376.63 acres.

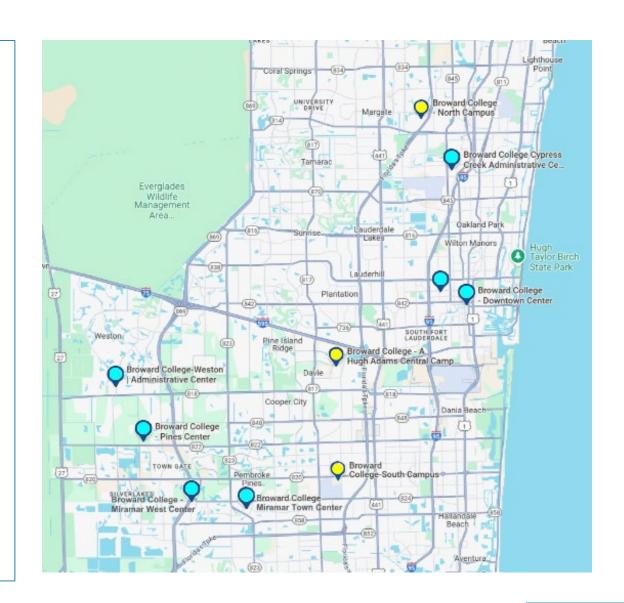
Real estate portfolio includes the following:

#### 3 Campuses

- Central Campus
- North Campus
- South Campus

#### 8 Centers

- Cypress Creek Administrative Center
- Miramar Town Center
- Pines Center
- Willis Holcombe Center
- Weston Center
- Miramar West Center
- Tigertail Lake
- YMCA



#### **Real Estate Responsibilities**

#### Sheldon Riles – AVP Real Estate

#### Oversight and management of the following:

- Acquisitions and Sales
- Facility Rentals and Leases
  - Centralization of Facility Rentals and Leases
- Contract Review and Negotiation
- Storm Water Management
- Real Estate Development and Partnerships
- Real Estate and contract Portfolio Management
- Municipality Liaison for Real Estate Matters



### **Ana Ovalles**

Associate
Vice President
Facilities Planning &
Capital Budgets



















#### **Facilities Planning Process**

#### Ana Ovalles – Associate Vice President

Collegewide Remodel, Renovations, and New Construction Project Requests are reviewed and prioritized based on State Requirements for Educational Facilities (SREF) compliance, Life Safety, Educational Plant Survey and Capital Improvement Plan direction.

#### **Broad Approach:**

Capital Improvement Plan (Yearly Submission)

Educational Plant Survey (5-years)

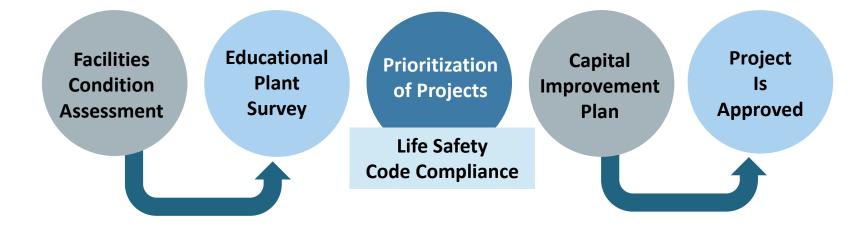
Facilities Master Plan (10- years)

#### **Affected By:**

Life Safety and Code Compliance

Capital Outlay FTE

Facilities Condition Assessment



#### **Broward College's Capital Improvement Plan**

#### Ana Ovalles – Associate Vice President

The Capital Improvement Program (CIP) covers a three-year period.

The plan should include only projects which are based on the recommendations of a current validated educational plant survey.

For FY2025-2029 The following projects were submitted. The College prioritizes based on our Condition Assessment.

#### **Maintenance, Repair & Renovation Projects**

Priority #	Project Title	Total Project Cost	
3	Collegewide Restroom Renovation	\$ 5,500,000.00	
8	Central Campus NW Parking Lot Reconstruction	\$ 4,500,000.00	
9	Collegewide Elevator Upgrades	\$ 3,000,000.00	
10	ADA Compliance Collegewide	\$ 2,200,000.00	
	Three Year Total	\$15,200,000.00	

#### Remodeling, New Construction, Replacement & Acquisition Projects

Priority#	Project Title	Total Project Cost	
1	North Campus B56 & B57 Remodel into STEM & Nursing Expansion	\$ 38,404,437.00	
2	South Campus B99 Aviation Building Remodel	\$ 24,341,743.00	
4	Central Campus IPS Driving Range Relocation	\$ 4,927,435.00	
5	Central Campus Building 08 Remodel Health Science Building	\$ 31,760,957.00	
6	South Campus Consolidate Energy Management Services	\$ 6,992,626.00	
7	North Campus Building 41 Remodel for Dental Lab.	\$ 3,666,791.00	
	Three Year Total	\$ 87,093,989.00	

#### **Broward College's Capital Funding**

#### Ana Ovalles – Associate Vice President

#### Deferred Maintenance Funds (\$24 million):

- Fully encumbered, need to be fully invoiced by December 2026.
  - Multiple Design Firms
  - Multiple CMatRisk Continuing Services (under 7.5 million)

#### PECO Funds (\$15 million):

- Building 56 & 57 remodel into STEM and Nursing expansion.
- We have \$23 million, waiting for \$15 million from State appropriations.
- Total project budget is: \$38 million.
  - Zyscovich (Architecture Firm)
  - CORE Construction (CMatRisk)

#### Local Funds (CIF):

• On going prioritization of life safety, ADA compliance and student facing projects.

#### Other Sources (Grants & Foundation):

• Project Specific, Aviation Hangar, Nursing Equipment.

#### **Project Numbering System**

Ana Ovalles – Associate Vice President

The Planning & Budget team along with our Director of Capital Budgets set ups the project in **Archibus** and **Workday** to make sure the scope aligns with the initial request and the budget is available to start the project.

### Example: 1003-C25-01.0

## First 2 Digits Indicate Campus

00 – College Wide

10 – Central

11 – Downtown

12 – Weston

14 – Cypress

20 - North

30 – South

31 – Miramar West

34 – Tiger Tail

35 – Pines Center

37 – Miramar Town Center

#### Building Number

"C" Construction
"M" Maintenance
"P" Planning
"R" Real Estate
"E" Health &
Environmental
Safety

#### Fiscal Year Project was initiated

Project assigned this year in that building.

Subproject

#### **State Required Documentation**

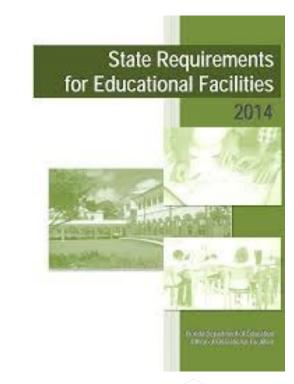
#### Ana Ovalles – Associate Vice President

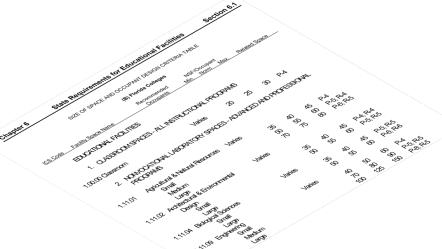
The Planning & Capital Budget process is based on the approval of reports and documents requested by the FDOE.

- All college related Renovation, Remodel, and New Construction follow SREF Guidelines.
- State Requirement for Educational Facilities 2014.
- Budgets are based on current cost of construction submitted to DOE each year by FL's 28 Colleges.
- Classroom capacities are based on SREF, and occupancy is EDUCATIONAL on all remodel, renovation, and new construction projects.

Following the State Requirements for Educational Facilities (SREF) 2014 updates: A board which undertakes the construction, remodeling, renovation, lease, or lease-purchase of any educational plant or ancillary facility, or day labor project, regardless of cost or fund source, shall develop policy and procedures for the review of contract and construction documents as outlined in Section 1013.38, F.S., permanent archival of plans, and submission of project data as requested to the Department pursuant to § 1013.50, F.S. For all projects over \$300,000, the following forms shall be submitted to the Office of Educational Facilities:

https://www.fldoe.org/core/fileparse.php/7738/urlt/srefrule14.pdf

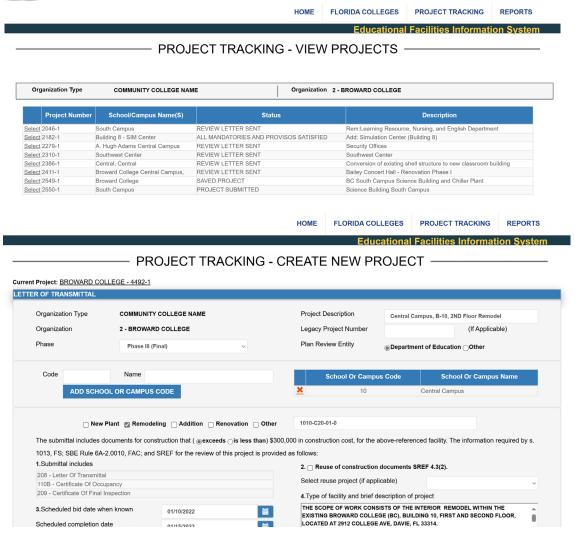




#### **State Required Documentation**

#### Ana Ovalles – Associate Vice President





Broward College will provide an EFIS login for or Architect or Engineer under contract to facilitate the submission of the following forms:

- OEF Form 110A Project Implementation Information
- OEF Form 110B Certificate Of Occupancy
- OFF Form 208 Letter Of Transmittal
- OEF Form 208A Facility Space Chart/Net And Gross Square Footage
- OEF Form 209 Certificate Of Final Inspection
- OEF Form 220 Building Permit Application
- Depending on the size of the project Construction Documents may be required Electronic submission of these forms is available thru FFIS.

#### **EFIS Login:**

- 1. The architect or engineer should be added as a contingent worker.
- 2. A Broward College email account is provided to the vendor for the submission of these forms.

https://portal.fldoesso.org/PORTAL/Sign-on/SSO-Home.aspx

## Jose Peña Facilities Software Administrator



#### **Facilities Condition Assessment**

Jose Pena – Facilities Software Administrator

#### **DEFINITION**

A Facility Condition Assessment (FCA) is a comprehensive evaluation of the physical condition and operative performance of a building, system components, & the infrastructure around a particular site. Completed annually.

#### **PURPOSE**

To help managers make informed decisions regarding prioritization, maintenance, and replacement of deficient assets when creating a capital budget plan. Based on Facilities Condition Index (FCI) = Current deficiencies ÷ Current cost to replace.

GOOD	FAIR	POOR	CRITICAL
0-5%	6-10%	11-30%	31% +

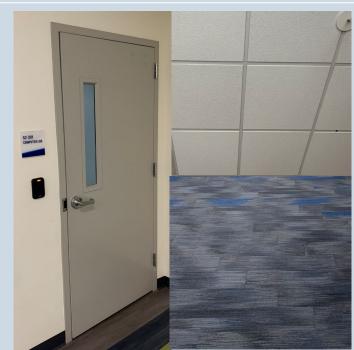
CAMPUS	NORTH	CENTRAL	SOUTH		
DEFICIENCY COST	\$ 22,853,811.45	\$ 33,262,673.08	\$ 15,018,830.08		
CAMPUS FCI	12% POOR	13% POOR	10% FAIR		
WORST BUILDING	BUILDING 57	BUILDING 26	<b>BUILDING 65</b>		
BEST BUILDING	<b>BUILDING 52</b>	BUILDING 1008	<b>BUILDING 66</b>		

#### **Top Classifications Inspected**

Jose Pena – Facilities Software Administrator

EXTERIOR	INTERIOR	SERVICES
CONCRETE SLAB	INTERIOR DOORS	FIRE ALARMS/SPRINKLERS
EXTERIOR WALLS	DRYWALL	PLUMBING
EXTERIOR WINDOWS	PAINT	ELECTRICAL
EXTERIOR DOORS	FLOORING	AIR CONDITIONING
ROOF	CEILING	ELEVATORS





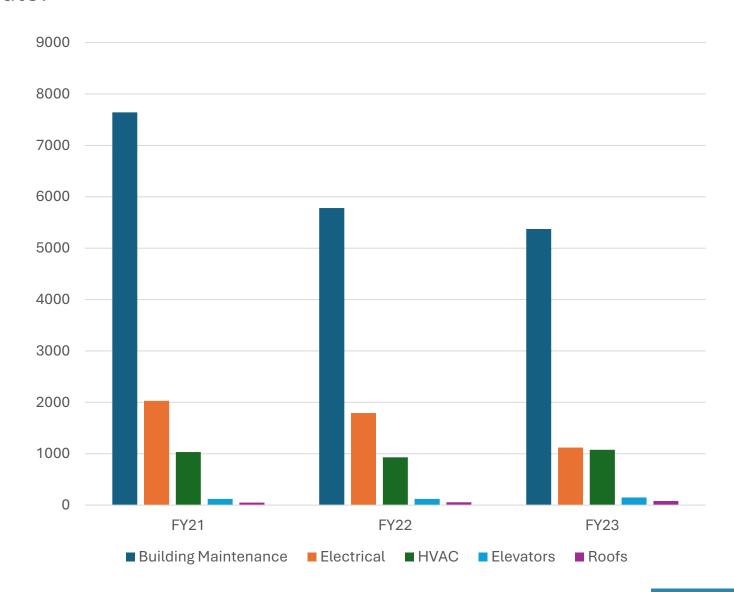


#### **Total Work Requests By Problem Type**

Jose Pena – Facilities Software Administrator

## FY23-24 Work Orders by Problem Type (Campus Buildings)

•	<b>Most Work Orders</b>	
	68 Student Services	565
	17 Library	542
•	Most Restroom/Plumbing	
	68 Student Services	5
	21 Inst. Public Safety	3
•	Most Electrical	
	68 Student Services	82
	17 Library	67
•	Most Elevator	
	66 Science	11
	1008 Health Science	11
•	Most Roof	
	21 Inst. Public Safety	7
	69 Social & Behavioral Science	3



## Patricia Beltran Facilities Planner







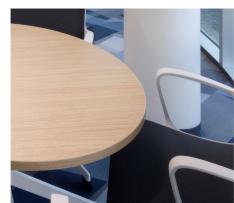












#### **Programming & BC Resources**

Patricia Beltran – Facilities Planner

The BC Planning Department leads the programming process for New Construction, Remodeling, & Renovation projects.

#### **Broward College End Users**

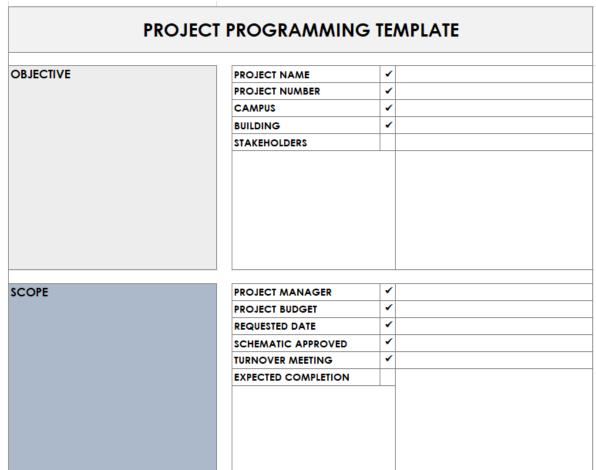
- Identify Stakeholders and Objective.
- Value end-user needs for particulars.
- Request sign-off from Deans and Department Heads involved.

#### Scope of Work

Based on feedback from Facilities Team Project budget.

#### **BC** Resources

Coordination and plan review with the following BC personnel: Electrical, HVAC, Access Control, Landscape Services, AV, Fire, IT, Locksmith and others.



#### **Schematic Design**

#### Patricia Beltran – Facilities Planner

Schematic Design according to approved budget and BC Standards.

#### Review BC standards

Coordinate and review with the Architects the BC Standards.

#### Proposed changes

#### Coordinate power/data with engineering (MEP) and AV team

This will require an Internal approval and coordination of electrical and AV components in furniture with Design Professional. Design team will follow-up all updating documents.

#### Material & Finishes Coordination / Standards Broward College Finishes

- Implement standard colors for Collegewide renovations and new construction
- Coordination of furniture finishes with millwork and door laminates/finishes
- Room Numbers and Signage Standards NEW
- Architect responsible to provide Finish Floor Plans and Finish Board

Participate in the Review and Closeout Process.













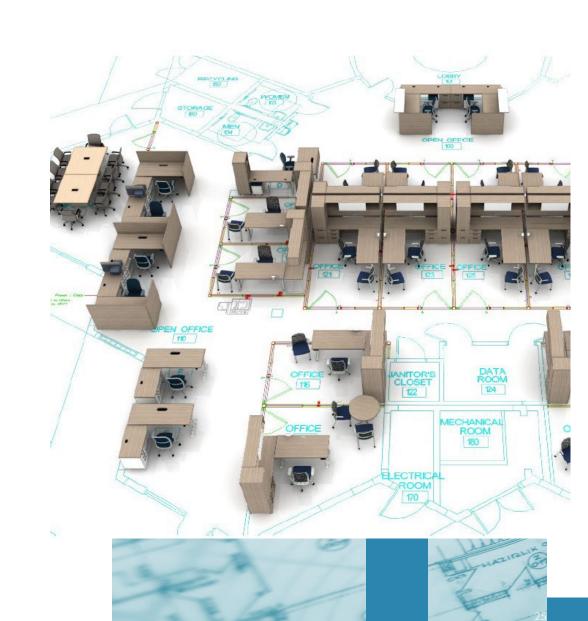
#### Develop Furniture Fixture & Equipment (FF&E)Plan

Patricia Beltran – Facilities Planner

## FF&E Coordination Electrical & AV Installation for furniture

#### FF&E Selection/ Finishes/ Layout

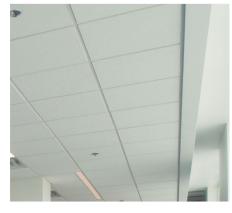
- Internal approval BC resources.
- Equipment layout based on <u>approved equipment list.</u>
  - Equipment List Template
  - Coordination with Department
- Coordination of electrical and AV components in furniture with Design Professional.
- Design Team to follow-up all updating documents.



## **Emanuel Ward**Building Information Manager



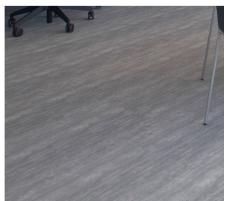


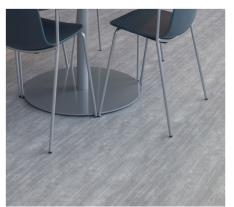


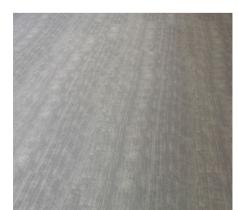












#### **Building Information**

#### Emanuel Ward – Building Information Manager

#### **Building Documents Archive**

- The BIM (Building Information Manager) and the management of documents
- Point of contact for document requests.
- Provides vendors with:
  - o Current CAD base drawings
  - o Original/historical PDFs
  - o CAD files of previous projects
  - o Land surveys (CAD, PDF)

#### **Non-Disclosure Agreement**

- Sensitive Documents
- Broward College NDAs
- Sharing Documents with Third Parties
  - o Document Sharing Approval





#### **Building Information**

Emanuel Ward – Building Information Manager

#### **Deliverables**

PRELIMINARY DOCUMENTS REQUIREMENTS			
	DIGITAL		HARD COPY
ITEM	CAD FILE	PDF FILE	PAPER
30% SET	YES	YES	NO
60% SET	YES	YES	NO
90% SET	YES	YES	NO
100% SET	YES	YES	NO
PERMIT SET (REQUIRED FOR SPACE PLANNING AND FF&E)	YES	YES	YES, 1 COPY @ 24X36

CLOSE OUT DOCUMENTS REQUIREMENTS			
	DIGITAL		HARD COPY
ITEM	CAD FILE	PDF FILE	PAPER
AS-BUILT SET	YES	YES	YES, 1 COPY @ 24X36
SURVEY	YES	YES	NO
O&M MANUALS (FULL VERSIONS)		YES	NO
WARRANTIES		YES	NO
LEGALS (PERMITS, COs, ETC)		YES	NO
CONTACT LIST		YES	NO
SUBMITTALS		YES	NO

### Facundo Poj Senior Director Facilities Planning



#### **Land Surveys**

#### Facundo Poj - Senior Director Facilities Planning

 BC Facilities has developed a Survey Guideline document which is available to our vendors at this link:

> <u>Guidelines for Land Surveys</u> (2014) <u>Addendum</u> (2020)

- The Master Land Survey must be updated for all work performed. Surveyors will be engaged by one of our CMs, Architects, or Engineers.
- Surveyors will coordinate construction site visits with PM's and CM's to execute open ground surveys of existing and new utilities, including condition assessments
- The Surveyor will deliver a set of documents for the spot survey both in PDF and CAD.
- The Surveyor will also update the Master Land Survey, accordingly, including revision clouds. This updated Master Land Survey will be delivered to the PM in PDF and CAD.



Surveyors

Avirom & Associates, Inc
Central Campus

Engenuity Group, Inc.
South Campus

Keith Engineering
North Campus

#### **CAD Standards**

#### Facundo Poj - Senior Director Facilities Planning

- BC Facilities has developed a CAD Standards document which is available to our vendors at this link:
  - **CAD Standards & Guidelines**
- BIM maintains a library of building and site documents that are clean and consistent for the benefit of our vendors and internal users
- Vendors are responsible to field-verify the accuracy of the CAD files they receive from the BIM



#### **As-Builts**

#### Facundo Poj - Senior Director Facilities Planning

- BC Facilities has developed an As-Built Guideline document which is accessible to our vendors:
   Requirements for As-Builts
- As-Builts must be delivered both as hard copy (24X36) and electronic format in **CAD and PDF** (Via Procore)
- All building systems, architectural, engineering, and site related information must be included in the As-Built set
- The As-Built Set should be comprised of the original permit set plus every sheet that has been added or modified throughout the construction process (Hard copy, CAD, and PDF). All sheets should be listed on the set's index
- Final payout will be approved only after a satisfactory close-out documents package has been received, including As-Builts in paper, CAD and PDF



Jorge A.
Rodriguez
Associate
Vice President
Design &
Construction



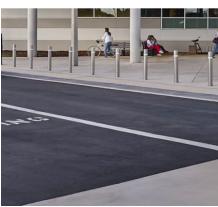


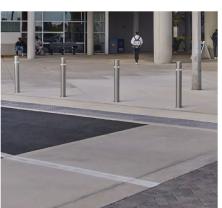














#### **Facilities Design and Construction**

#### The Team



Jorge A. Rodriguez

AVP, Facilities Design and Construction

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## **Nelson Goris**Senior Construction Project Manager



#### **Introduction to Projects**

Nelson Goris, Senior Construction Project Manager

## PLANNING & BUDGET





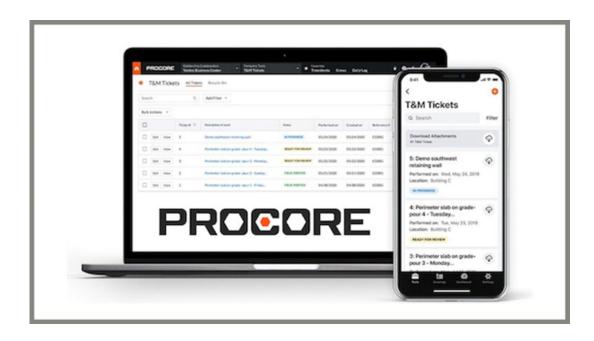
## DESIGN + CONSTRUCTION

- Architectural Firm is Selected
- Construction Manager is Selected
- Building Official Firm is Selected
- Project Kick-off Meeting is Scheduled
  - o Introduction to Team
  - Scope
  - Budget
  - Schedule
  - Proposal Request

## **Project Management Software**

Nelson Goris, Senior Construction Project Manager





## **Online Training**



#### Note:

Design & Construction can provide additional Broward College Procore training.

## **Project Management Software Responsibilities**

Nelson Goris, Senior Construction Project Manager



#### **Broward College**

- BC Project Manager will set-up projects
- Setup directory and send invitations
- Upload Reference
   Documents
  - ✓ Surveys
  - ✓ As-builts
  - ✓ Environmental Reports
  - ✓ BC Templates
  - ✓ Existing Photos

#### Architect/Engineer

- Construction Documents
  - ✓ 30%,60%,90% & 100% Review Sets
  - ✓ Permit Sets & Revisions
  - ✓ Specifications
- OAC Meeting Minutes
- Observation Reports
- Punchlist
- Progress Photos

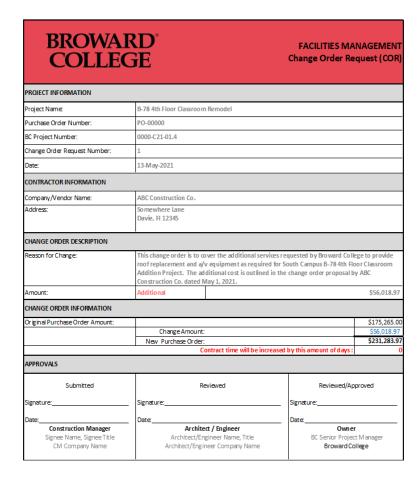
#### **Construction Manager**

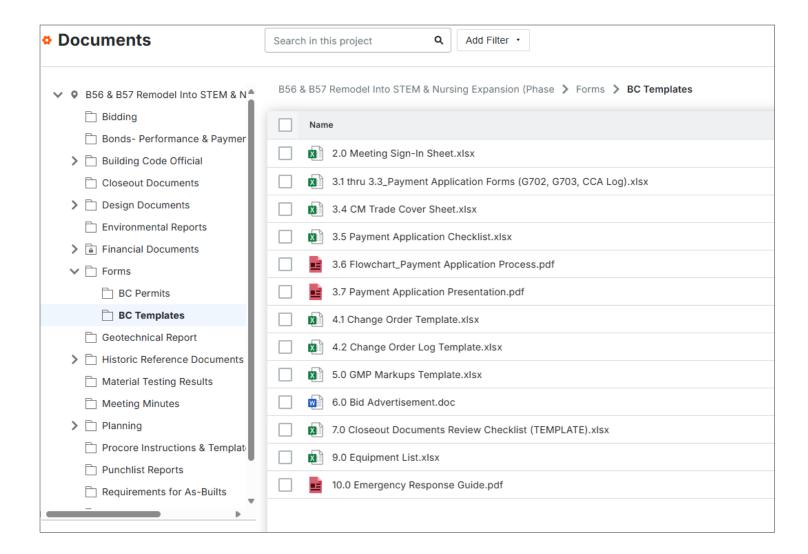
- Constructability Report
- Initiate RFI's
  - ✓ Bidding
  - ✓ Construction
- Payment Applications
- Shop Drawing Submittals
  - ✓ Building Official
  - ✓ A/E
  - ✓ BC- Subject Matter Experts
- Close-out Documents
- Progress Photos

## **Project Management Software BC Templates**

Nelson Goris, Senior Construction Project Manager







## **Design and Construction Standards**

Nelson Goris, Senior Construction Project Manager



- Go to Broward.edu
   https://www.broward.edu/index.html
- 2. PEOPLE
  Board of Trustees
  Community/Public
  Directory
  Doing Business with BC
  Jobs
  Office of the President
- 3. DOING BUSINESS WITH BROWARD COLLEGE

Facility Rentals

Facilities Management > Facilities Management

Procurement Services

Supplier Relations and Diversity

4. DESIGN AND CONSTRUCTION STANDARDS

Land Surveys v. 2014

Land Surveys v.2014 - Addendum January 2020

Design and Construction Standards Rev.6.2018-09-14

Purchasing Bid Limits Rev.2020-11-18

Audiovisual Standards 2018 Rev.4.2018-04-23

Signage Standards Rev.1.2020-10-13

## **Conformance Statement**

## Nelson Goris, Senior Construction Project Manager

COLLE	RD° GE	33,110		e Statemer
PROJECT NA	ME:			
	NUMBER:			
I do hereby cen reviewed the Bi requirements o	ify that I am the Architect / Engineer of record for th oward College design and construction guidelines s those guidelines into the construction documents u / Engineering Firm:	e above ind and have ind inless indica	icated pro corporated ited other	the
	gineer of Record:erable Description			
			I have o	complied:
	Guideline Section	Yes		Exception
Introduction	Gardonii Godioi		.,,	Exception
Conformance S	tatement			
Table of Conter	its			
Appendix				
Division 00	Procurement and Contracting Requirements			
Division 01	General Requirements			
Division 02	Existing Conditions			
Division 03	Concrete			
Division 04	Masonry			
Division 05	Metals			
Division 06	Wood, Plastics and Composites			
Division 07	Thermal & Moisture Protection			
Division 08	Openings			
Division 09	Finishes			
	Specialties			
	Equipment		$\vdash$	
Division 11				
Division 11 Division 12	Furnishings	_	_	
Division 11 Division 12 Division 13	Not Used			
Division 11 Division 12 Division 13 Division 14	Not Used Conveying Equipment			
Division 11 Division 12 Division 13 Division 14 Division 15 - 20	Not Used Conveying Equipment Not Used			
Division 10 Division 11 Division 12 Division 13 Division 14 Division 15 - 20 Division 21 Division 21	Not Used Conveying Equipment Not Used Fire Suppression			
Division 11 Division 12 Division 13 Division 14 Division 15 - 20 Division 21 Division 22	Not Used Conveying Equipment Not Used Fire Suppression Plumbing			
Division 11 Division 12 Division 13 Division 14 Division 14 Division 15 - 20 Division 21 Division 22 Division 23	Not Used Conveying Equipment Not Used Fire Suppression Plumbing Heat, Ventilation and Air Conditioning			
Division 11 Division 12 Division 13 Division 14 Division 15 - 20 Division 21 Division 22 Division 23 Division 24 - 25	Not Used Conveying Equipment Not Used Fire Suppression Plumbing Heat, Ventilation and Air Conditioning Not Used			
Division 11 Division 12 Division 13 Division 14 Division 15 - 20 Division 21 Division 22 Division 23 Division 24 - 25 Division 26	Not Used Conveying Equipment Not Used Fire Suppression Plumbing Heat, Ventilation and Air Conditioning Not Used Electrical			
Division 11 Division 12 Division 13 Division 14 Division 15 - 20 Division 21 Division 22 Division 23 Division 24 - 25 Division 26 Division 27	Not Used Conveying Equipment Not Used Fire Suppression Plumbing Heat, Ventilation and Air Conditioning Not Used Electrical Communications			
Division 11 Division 12 Division 13 Division 14 Division 14 Division 21 Division 22 Division 23 Division 23 Division 24 - 25 Division 26 Division 27 Division 28	Not Used Conveying Equipment Not Used Fire Suppression Plumbing Heat, Ventilation and Air Conditioning Not Used Electrical Communications Electronic, Safety and Security			
Division 11 Division 12 Division 13 Division 13 Division 14 Division 14 Division 21 Division 21 Division 22 Division 22 Division 23 Division 24 Division 26 Division 27 Division 27 Division 27 Division 27 Division 28 Division 29 - 30	Not Used Conveying Equipment Not Used Fire Suppression Plumbing Heat, Ventilation and Air Conditioning Not Used Electrical Communications Electronic, Safety and Security			
Division 11 Division 12 Division 13 Division 14 Division 15 - 20 Division 21 Division 22 Division 23 Division 24 - 25 Division 26 Division 27	Not Used Conveying Equipment Not Used Fire Suppression Plumbing Heat, Ventilation and Air Conditioning Not Used Electrical Communications Electronic, Safety and Security Not Used			

## **Conformance Statement**

✓ A/E review standards and sign conformance statement at first submittal of design documents.

#### NOTE:

CM **must** review Broward College Design & Construction Standards and highlight any deviation during the document review process.



## A/E Responsibilities

Nelson Goris, Senior Construction Project Manager

#### **Design Documents Phase**

- Walk-thru of existing conditions.
- Provide 30%, 60%, 90% and 100% CD's & Estimates.
   Schedule for BC review.
- Approved Permit Set by Building Official
- Commence FDOE forms 110A, 110B, 208, & 208B documentation.

#### **Construction Administration**

- Construction observations and respond to CM@Risk RFI's.
- Conduct OAC meetings in person and distribute meeting minutes.
- Shop Drawings
  - ✓ Receive and distribute submittals
  - ✓ Review all finishes with BC
- Review Pay Applications, CCA's and Change Orders with BC PM at OAC meeting.

#### **Pre-Construction Phase**

- Evaluate CM@Risk estimates at 30%, 60%, 90% & 100%
- Evaluate Value Engineering Opportunities.
- Respond to RFI's submitted by CM or Sub-Contractors.
- Attend Bid Opening and Vetting of Bids
- Review Final GMP.

#### Closeout

- Provide punch list with Owner's input.
- Review Closeout Documents and provide As-builts.
- Review final payment and retainage payment.
- Complete FDOE forms 110A, 110B, 208 & 208B

## A/E Design Document Deliverables

#### Nelson Goris, Senior Construction Project Manager

#### **30% Design Documents**

- Confirm Schematic Design conformance with building code and SREF
- Provide BC Design Standards
   Conformance Statement
- Provide Estimate & Schedule
- Coordination with BC Resources:
  - ✓ IT
  - ✓ Locksmith
  - ✓ Electrical and Plumbing
  - ✓ Mechanical
  - ✓ Landscape
  - ✓ Fire Protection
  - ✓ Audio Visual
  - ✓ Access Control
  - ✓ Interior Design
- FDOE Form initial submittals

- Response letter to all previous review comments

60% Design Document

- Provide Estimate & Schedule
- Coordination of furniture and equipment with power and data requirements
- Reflected Ceiling Plans
- Preliminary interior and exterior color and finish schedule
- Coordination of the trades in one drawing (i.e. HVAC, electrical, data)

#### **90% Design Documents**

- Response letter to all previous review comments
- Provide Estimate & Schedule
- Preliminary structural calculations as required
- Submit required Energy
  Code forms, Mechanical
  Load calculations,
  Photometric calculations
  for normal and emergency
  power

#### **100% Design Documents**

- Response letter to all previous review comments
- Provide Estimate & Schedule
- Final documentation, specifications, schedules, calculations, etc. for permit submittal
- Final Approval from Building Official
- Prepare OEF Forms 110A, 110B, 208 & 208B

Confirm existing conditions

## **Approved Term Vendors**

Nelson Goris, Senior Construction Project Manager

#### **AUDIO VISUAL**

AVI-SPL

**Bluum USACCS** 

Presentation

<u>Systems</u>

**Diversified** 

SoloTech

High-End

**Audiovisual** 

- BC A/V personnel will coordinate with Design Team as early as 30% CD submittal.
- Preliminary A/V proposal will be provided at 90% CD submittal.
- Final A/V proposal is submitted as part of the GMP.
- Electrical sub-contractor hires the A/V term vendor and coordinate all components with them.



#### ACCESS CONTROL

Convergint
Cypress Creek, North &
South Campus

<u>Securitas</u> Central Campus

All Programming by Convergint

- BC Access Control vendor coordinate with Design Team as early as 30% CD submittal.
- Engineer to coordinate with Access Control requirements.
- Final Access Control proposal is submitted as part of the GMP.
- Electrical sub-contractor to coordinate Access Control components with term vendor.



## **Approved Term Vendors**

Nelson Goris, Senior Construction Project Manager

# ROOF CONSULTANT Intertek

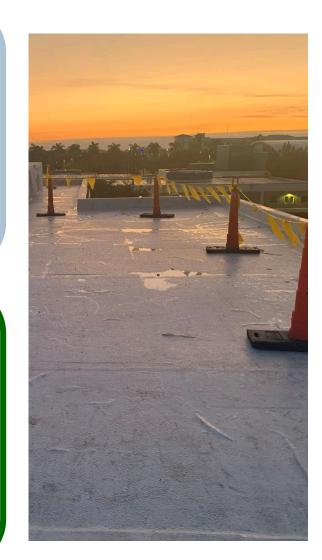
- BC conducts roof assessments with Roof Consultant.
- BC prioritize assessments and develop scope of work with Roof Consultant.
- Roof Consultant provides preliminary cost estimates.
- Roof Consultant will conduct inspections to verify conformance to the contract documents in addition to Building Official

#### **ROOFING VENDORS**

Hi-Tech Roofing
Cypress Creek & North
Campus

Advance Roofing
Central & South
Campuses

- Roof vendor will coordinate with BC PM to review roof assessment and scope of work.
- Roof vendor will be responsible to obtain permits if no architects will be assigned to project.
- BC Building Official will perform inspections.



## **Approved Term Vendors**

Nelson Goris, Senior Construction Project Manager

## CONSTRUCTION VENDORS

Advanced Controls EMS System

Envelop Group LLC Fume Hoods (Parts)

<u>Universal Cabling</u> <u>Low Voltage</u>

International Fire
Protection (IFP)
Notifier/Fire Alarm

Allegion

Door Closers, Exit

Devices & Locks

**SURVEYORS** 

Avirom & Associates,

Inc

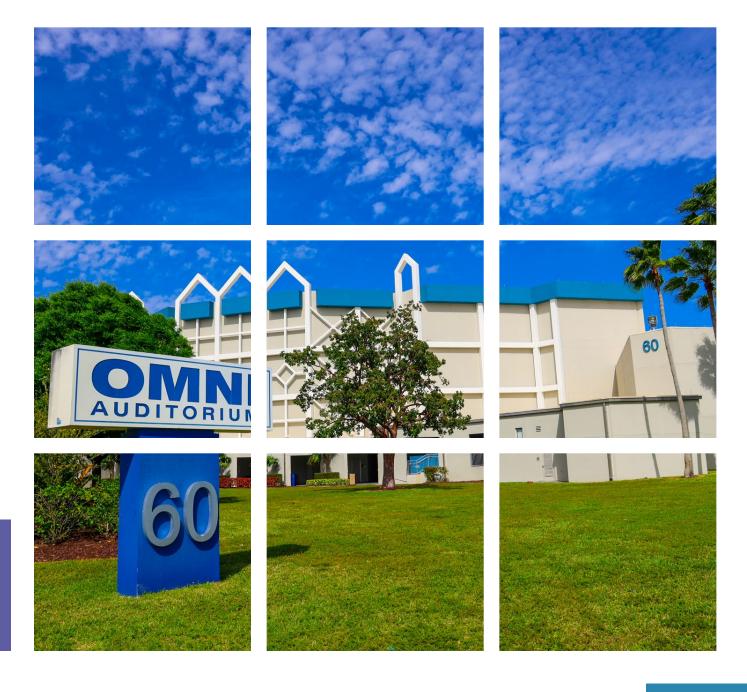
Central Campus

Engenuity Group, Inc.
South Campus

Keith Engineering
North Campus



# Ryan Powell Construction Project Manager



#### **Pre-Construction**

#### Ryan Powell, Construction Project Manager

- Construction Manager at Risk (CMR) typically engaged at the same time as the A/E Team.
- Importance of Construction Manager at Risk (CMAR) Involvement During Pre-Construction:
  - o Conducts preliminary site evaluations for staging and mobilization.
  - Provides cost estimates at 30%, 60%, 90%, and 100% design milestones to ensure alignment with the construction budget.
  - Reviews design documents at each phase (30%, 60%, 90%, and 100%) to generate a constructability report, identifying potential conflicts with existing conditions to prevent costly change orders and delays.
  - Assesses preliminary schedules to optimize project phasing and reduce overall construction duration.







## **Pre-Construction – Bidding**

## Ryan Powell, Construction Project Manager

#### **CMR Bid Authorization & Bidding Requirements**

- Pre-Bid Requirements: No bidding until the Building Official stamps and approves drawings and specifications.
- Advertising:
- Construction projects over \$300,000 must be advertised for at least 3 weeks.
- Electrical projects over \$75,000 must be advertised for at least 1 week.
- Advertisement Changes: Any changes must be made at least 7 days before the bid opening.
- **Document Availability:** Complete drawings and project manuals must be available when the first legal ad is published.
- **Bidder Information:** The CMR must provide bidder instructions and a list of contacted subcontractors for approval by the Broward College PM.
- Bid Advertisement Submission: The CMR submits the Bid Advertisement to the Broward College PM, who seeks procurement approval.
- Minimum Bids: At least three bids per division are required unless waived by the AVP of Design & Construction.
- Pre-Bid Meeting: The CMR must attend.
- **Bid Opening:** Sealed bids will be opened on a Broward College campus with mandatory attendance from the Broward College PM, CMR, Architect, and Procurement personnel.



## **Bidding Evaluation / Value Engineering**

Ryan Powell, Construction Project Manager

- CMR records all bids submitted;
- CMR and Design Team to vet bids for conformance and scope;
- If the lowest responsible and responsive bidder is not selected, the CM must submit a justification narrative to the Broward College PM and Architect/Engineer for review, with final approval required from the AVP of Design & Construction.
- CMR to provide Value Engineering options;
- CMR formally presents initial and final GMP to PM;
- The Design Team needs to review GMP for cost, schedule and scope related to the construction documents;
- CMR provides copies of GMP to PM; and
- PM distributes GMP to the Design Team for additional review.



### **GMP – Guarantee Maximum Price**

Ryan Powell, Construction Project Manager

- GMP Important Tabs
  - o GMP Scope Summary Cost Sheet
  - Include Minimum Qualifications, Clarifications & Approved Allowances
  - Detail Estimate in CSI Format
  - Bid Tabulation, Backup Documentation and Recommendations
  - Construction Schedule
  - o GMP Markup Calculator
  - o CM to adhere to their CM@Risk Agreement Contract Pricing & Fee Table
- Acknowledgement of all submitted Design Documents including Addendums and Revisions



## FACILITIES MANAGEMENT GMP Markup Calculator

#### PROJECT INFORMATION

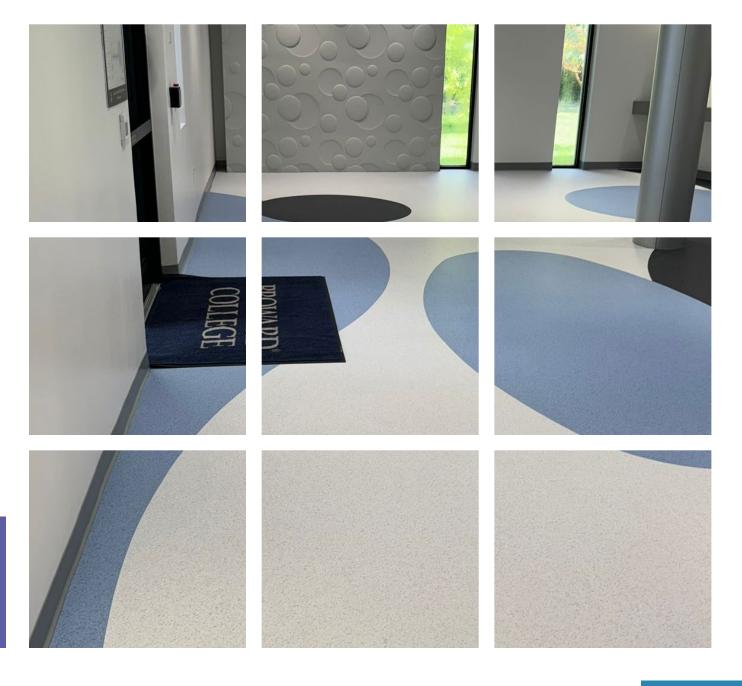
Project Description:	B-00 Student Services Remodel
Purchase Order #:	PO-012345
BC Project #:	0000-C18-00.0

-				
ine Item	Description	% Markup	Dollar Amount	Description Detail
a	Direct Cost		\$1,266,967.00	Includes general conditions, general requirements, all the CSI divisions (as applicable to the project)
Ь	OH&P	7.00%	\$88,687.69	Note: Change markup % per the CM fee Table scale in the CM at Risk Contract based on "Exhibit N"
С	Subtotal with OH&P		\$1,355,654.69	
d	Insurance	1.25%	\$16,945.68	Based on "c"; Typically 0.75% to 1.5%
	Builder's Risk Policy	0.75%	\$10,167.41	Based on "c" but included at Owner's discretion. If GMP is less than \$1M, then this can be waived per BC Risk Management; Typically 0.5% to 1.0%
f	Subtotal with Insurance & Builders Risk Policy		\$1,382,767.78	
g	CM Payment & Performance Bond	1.20%	\$16,593.21	Based on "f", Total Cost of Project Less Contingency. Typically 0.75% to 1.5%
h	Subtotal with OH&,P, INS, Builders Risk and Payment & Perfere		#1 200 201 NN	
_	Contingency	5.00%	\$63,348.35	Based on "a" Direct Cost of Project At Owner's discretion (usually about 5-10%) if needs
i	TOTAL AMOUNT OF GMP		<b>♦1,402,10</b> 3.33	Amount of the Purchase Order to be issued.

Please note the change orders and contingency will need to include additional OH&P, insurance, builder's risk and Payment & Performance bond. These assessments will be reconciled at the end of project.

Indicates Manually Entered Values. All other cells auto calculate.

# Juan V. Rosa Coordinator

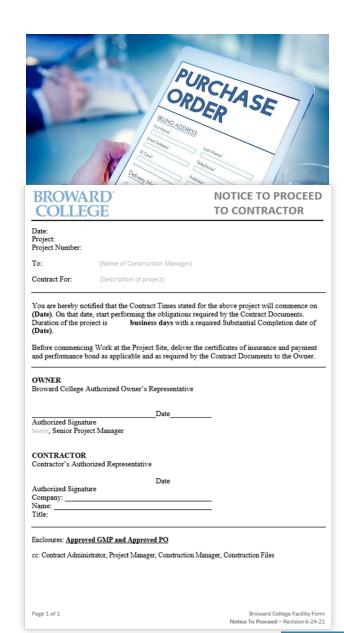


## **Purchase Order (P.O.)**

#### Juan V. Rosa, Coordinator

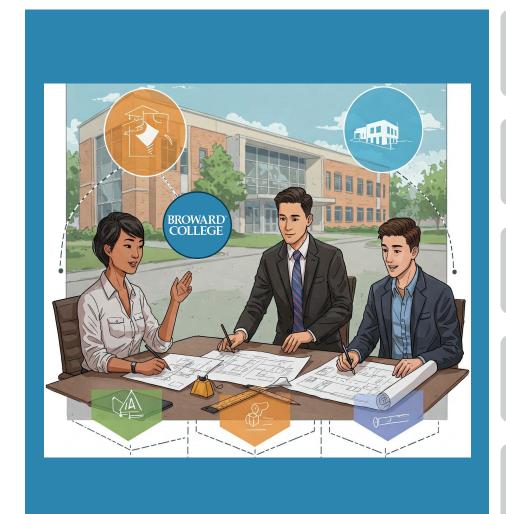
- **GMP Approval:** The Broward College (BC) Project Manager (PM) obtains approval of the Guaranteed Maximum Price (GMP) from Upper Management.
- PO Request: The PM submits a requisition to obtain a Purchase Order (PO).
- **PO Issuance:** The Procurement department issues the Purchase Order (PO) and sends it to the contractor/vendor via email.
- NTP: Following issuing of the PO, the Notice to Proceed (NTP) is released, authorizing the contractor/vendor to obtain all permits before commencing work.

<sup>\*</sup>Work cannot commence without an approved Purchase Order (PO) and permits.



## **Pre-Construction Meeting**

Juan V. Rosa, Coordinator





The Broward College (BC) Project Manager (PM) is responsible for pre-construction meeting agenda.



Items for Discussion at the Pre-Construction Meeting:

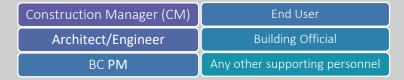


Construction Cores/Lock Replacement

Other Relevant Project Information



Attendance:





Pre-Con Meeting Minutes to be Recorded by: BC PM



After the preconstruction meeting, Architect/Engineer will be responsible for all other meetings.



HAWORTH



Special Thanks to our sponsors

Alice Bethea with Milliken Flooring

& Julie Carr with Haworth

for providing the light breakfast for this event.

# FACILITIES MANAGEMENT BROWARD COLLEGE

## PLANNING AND CAPITAL BUDGETS

The Planning team manages the current space inventory and plans for future needs:

- Capital Outlay Full Time Equivalent (COFTE) Projections,
- Facilities Master Plan, the Educational Plant Survey.
- · Capital Improvement Plan.

Our Planning & Interiors Team:

- Develops Programming & Schematic Design
- Records management of drawings (as-builts and college facilities)

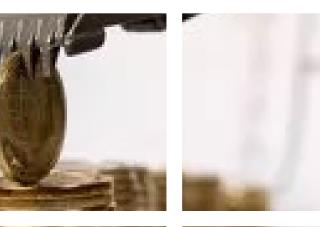
Our Facilities Technology Team:

 Manages Software that is used College Wide. Archibus, CollegeNET, GIS, Procore.

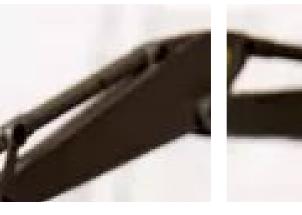


# **Amanda** Williams Senior Director, **Capital Budgets**











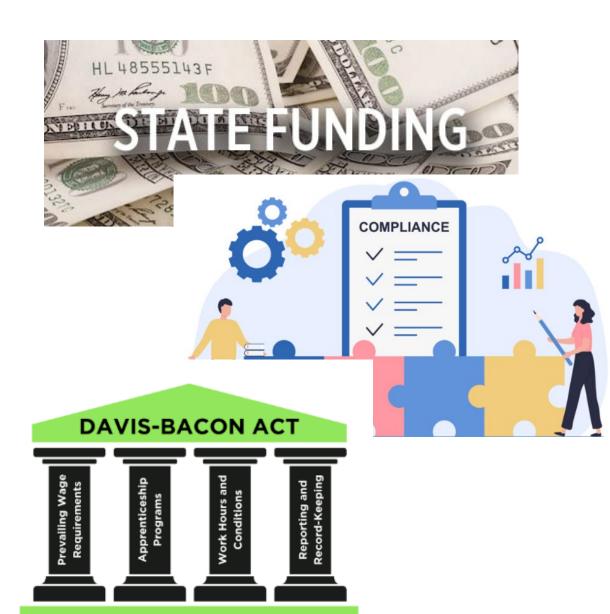


## **Document Requirements by Funding Source**

#### Amanda Williams – Senior Director

#### **Overview – Facilities Financials**

- Responsible for overseeing the Facilities' operational, real estate, and capital project budgeting, accounting, and financial reporting activity, including review and approval of all construction payment applications.
- For capital projects, the types of funding received guides the project's financial reporting requirements.
- Federally-funded construction projects will require additional supporting documentation with payment requests, e.g. Davis-Bacon & Related Acts (DBRA).
- New/additional reporting requirements will be communicated during the project kickoff meeting.



## **Project Contingency Changes**

#### Amanda Williams – Senior Director

• <u>All</u> changes within the GMP's original Schedule of Values must be approved by the College's Project Manager and AVP of Design & Construction via a **Facilities Management Contingency Authorization (CCA)** form.

#### • Transactions that require a CCA form:

- ✓ Use of contingency for an unforeseen cost by the CM or a subcontractor
- ✓ Internal change order between CM and subcontractors
- ✓ Changes to General Conditions labor costs and position changes
- ✓ Transferring available 'Balance to Finish' monies between SOV Line Items
- ✓ Changes to the project timeline
- CM's must submit the CCA form and include a detailed explanation, amount, and supporting documents through Procore\* for approval from the project's Architect/Engineer and the College's Project Manager.

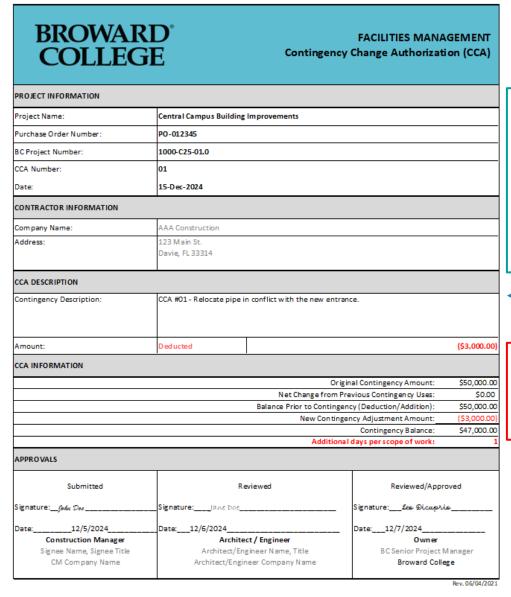
Tracking contingency use and communicating with all stakeholders gives a clear financial snapshot, provides transparency, and ensures everyone is aligned with project outcomes.





## **Contingency Change Authorization vs. Change Order**

#### Amanda Williams – Senior Director



Contingency
Change
Authorization
- PO value

does not

change

Change Order
– PO value

Construction Manager

Signee Name, Signee Title

CM Company Name

will change

**BROWARD FACILITIES MANAGEMENT** COLLEGE Change Order Request (COR) PROJECT INFORMATION Central Campus Building Improvements Project Name: Purchase Order Number: PO-012345 L000-C25-01.0 BC Project Number: Change Order Request Number: 1-Jan-2025 Date: CONTRACTOR INFORMATION Company/Vendor Name: AAA Construction 123 Main St. Address: Davie, FI 33314 CHANGE ORDER DESCRIPTION Reason for Change: his change order is to cover the additional services requested by Broward College to provide oof replacement required for the Central Campus Building Improvements project. The additional cost is outlined in the change order proposal by AAA Construction Co. dated January dditional \$55,000.00 Amount: CHANGE ORDER INFORMATION Original Purchase Order Amount: \$565,218.19 \$55,000.00 Change Amount: \$620,218,19 New Purchase Order: Contract time will be increased by this amount of days APPROVALS Submitted Reviewed Reviewed/Approved John Doc Signature: Signature: Lee Dicaprie 1/1/2025 Date:\_\_\_\_1/4/2025\_

Architect / Engineer

Architect/Engineer Name, Title

Architect/Engineer Company Name

**BC Senior Project Manager** 

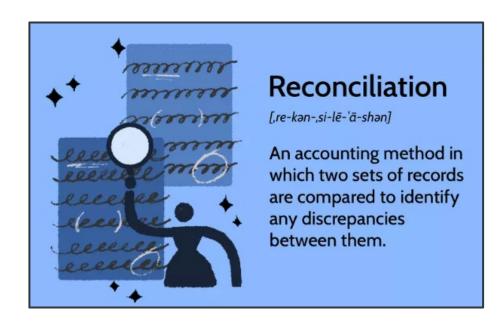
Broward College

## **Payment Application Forms**

#### Amanda Williams – Senior Director

#### Broward College Payment Application Forms

- Based on the *American Institute of Architects* (AIA) Payment Application Forms G702 and G703 in terms of layout and built-in formulas
- Our forms are designed to track all project financial activity for stakeholders the CM's, Subcontractors, and BC as the Owner
- The goal of our payment application forms is to assist in reconciling payments and retainage from the first pay app to the last
- Required for all CM's payment applications for new projects
- Located in Procore > Core Tools > Documents > Forms > BC
   Templates section of your project
- Training video in progress will be posted on the Facilities webpage



## **Payment Application Forms – Payment Application Certificate**

Amanda Williams – Senior Director

ROWARD* COLLEGE			PAYMENT A	PPLICATI	ON CERTIFICATE
CONTRACTOR NAME: AAA Constr	uction	PAYMENT APPLICATION NO.	5		DISTRIBUTION TO:
		BC INVOICE # (PO # - APP #)	12345-05		
		PAGE OF TOTAL PAGES	10 OI	f	x OWNER
CONTRACTOR ADDRESS: 123 Main St		APPLICATION DATE:	1/31/2025		x ARCHITECT
Davie, FL33	314	PERIOD FROM: PERIOD TO:	1/1/2025		x CONTRACTO
BC PROJECT NUMBER: 1000-C25-0	.0	BC PO#	12345		
BC PROJECT NAME: Central Can	pus Building Improvements	BC PO DATE ISSUED:	12/1/2024		
PROJECT ADDRESS: 3501 Davie. Davie, FL33		CM CONTRACT DATE:	7/1/2024		
		CM PROJECT NUMBER:	AAA-123		
		NOTICE TO PROCEED DATE:	11/1/2024		
ARCHITECT/ENGINEER/CONSULTANT: EEE Enginee	ring	OTHER:	N/A		
ARCHITECT/ENGINEER/CONSULTANT ADDRESS: 345 Main St					
Davie, FL 33	314				
Ilication is made for payment, as shown below, in connection with the Contract. tinuation Sheet for this project is attached.  ORIGINAL CONTRACT AMOUNT  Net amount of CHANGE ORDERS - Scope of Work  Net amount of CHANGE ORDERS - OOP CONTRACT AMOUNT TO DATE (Lines 1 + 2A + 2B)  TOTAL COMPLETED & STORED TO DATE  (Grand Total, Column L)  RETAINAGE: 5% % of TOTAL COMPLETED & STORED TO DATE  \$ . TOTAL RETAINAGE DUE	\$ 565,2 \$ 5 \$ 565,2 \$ 536,4	information and belief the Work completed in accordance with the Contractor for Work for with payments received from the Ow 18-19 CONTRACTOR: By: John Doe (Print): John Doe  State of: Subscribed and sworn to before Notary Public:		een been paid by ed and	2/1/2025
TOTAL COMPLETED & STORED TO DATE LESS RETAINAGE (Line 4 less Line 5 a)	\$ 509,6	In accordance with the Contract	CHITECT/ENGINEER/CONSULTANT Documents, based on on-site observations and	d the data	
LESS - TOTAL PREVIOUS PAYMENTS (Total Net Payments to Date)	\$499,6	69.78 Architect/Engineer/Consultants'	signature certifies to the Owner that to the bes is knowledge, information and belief the Work Work is in accordance with the Contract Docum nt of the AMOUNT CERTIFIED.	has progressed	
CURRENT PAYMENT DUE (Line 6 less Line Line 7)	\$\$	75.00	AMOUNT CERTIFIED\$		9,975.00
CONTRACT BALANCE TO BE PAID [Line 3 less (Line 7 + Line 8)]	\$ 55,5		ertified differs from the amount applied. Initial tion Sheet that are changed to conform with th		g.
CHANGE ORDER SUMMARY AD	DITIONS DEDUCTION		EEE Engineering		
Amount of CHANGE ORDERS - Scape of Work	\$0.00	0.00   By: Jane Doe   Print): Jane Doe		Date:	2/2/2025
Amount of CHANGE ORDERS - Owner Direct Purchase (ODP)	\$0.00	(Print): Jane Doe		Date.	11112023
amount of Change Orders - Owner Direct Purchase (ODP)		This Certificate is not negotiable. The	AMOUNT CERTIFIED is payable only to the Contractor in payment are without prejudice to any rights of the Own		

## Payment Application Forms – Payment Application Certificate Detail

Amanda Williams – Senior Director

BROWARD*														
COLLEGE								Pa	ayment Ap	plication	on Certificat	e Detai		
CONTRACTOR NAME:	AAA Construction									BC INVOI	CE# (PO#-APP#)	5		
BC PROJECT NUMBER:	1000-C25-01.0									Α	PPLICATION DATE:			
BC PROJECT NAME:	Central Campus Building Imp	provements	_							PERIOD FROM: 1/1/2025				
CONTRACTOR PROJECT #:	AAA-123										PERIOD TO:			
В		D		7	G G	Н	<u> </u>	J	K	L	M	N		
			Sche	edule of Values (S	OV)		Work Co	mpleted						
Trade Code	CM or Subcontractor	Description of Work	Original Value	Contingency Authorizations (CCA)	Original Value + CCA's	Previous Applications	This Period	Total Materials Stored	Total Completed & Stored to Date	% Complete	Balance to Finish	Retainage		
				include only								Column K x		
	Enter CM for self-			CCA's approved	Column E +	Total of prior	Current payment	Include value of	Column H +			Retainage %		
Use drop-down list to select the	hand account and an area		Enter the	by the A/E/C and	Column F +	payment	application	materials stored	Column I +		Column G- Column	on Pay App		
code	Subcontractor Name	Enter from GMP/Change Order	approved values	BC SPM.	Column G	applications	request	offsite	ColumnJ	Column G	K	Certificate		
01 - Contingency	AAA Construction	CM Contingency	50,000.00	(32,450.00)	17,550.00	0.00	0.00	0.00	0.00	0%	17,550.00	0.0		
01 - General Conditions														
01 - General Conditions	AAA Construction	Project Executive	13,000.00	0.00	13,000.00	10,000.00	3,000.00	0.00	13,000.00	100%	0.00	650.0		
01 - General Conditions	AAA Construction	Project Manager	42,000.00	0.00	42,000.00	40,000.00	2,000.00	0.00	42,000.00	100%	0.00	2,100.0		
01 - General Conditions	AAA Construction	Safety Manager	8,000.00	0.00	8,000.00	7,000.00	1,000.00	0.00	8,000.00	100%	0.00	400.0		
01 - General Conditions 01 - General Conditions	AAA Construction	Superintendent	70,000.00	0.00	70,000.00	67,000.00	3,000.00	0.00	70,000.00	100%	0.00	3,500.0		
U1 - General Conditions	AAA Construction	Construction Accountant	4,000.00	0.00	4,000.00	3,000.00	1,000.00	0.00	4,000.00	100%	0.00	200.0		
01 - General Conditions	HHH Barricades	Barricades	2,500.00	0.00	2,500.00	2.500.00	0.00	0.00	2.500.00	100%	0.00	125.0		
01 - General Conditions	LLL Signs & Banners	Construction Temp Signage	1.000.00	0.00	1.000.00	1.000.00	0.00	0.00	1.000.00	100%	0.00	50.0		
01 - General Conditions	ZZZ Safety Supplies	First Aid Supplies	1,500.00	0.00	1,500.00	1,000.00	500.00	0.00	1,500.00	100%	0.00	75.0		
01 - General Conditions	NNN Trash & Recycling	Dumpsters	3,000.00	0.00	3,000.00	2,800.00	0.00	0.00	2,800.00	93%	200.00	140.0		
01 - General Conditions	000 Cleaning Services	Final Cleaning	65,000.00	0.00	65,000.00	63,000.00	0.00	0.00	63,000.00	97%	2,000.00	3,150.0		
02 - Existing Conditions														
02 - Existing Conditions	AAA Construction	Demolition Services	40,000.00	0.00	40,000.00	40,000.00	0.00	0.00	40,000.00	100%	0.00	2,000.0		
02 - Existing Conditions	CCC Painting	Remove/Replace Curb Stops	5,000.00	8,000.00	13,000.00	5,000.00	0.00	0.00	5,000.00	38%	8,000.00	250.0		
03 - Concrete														
03 - Concrete	BBB Concrete	Concrete Restoration	195,000.00	21,450.00	216,450.00	216,450.00	0.00	0.00	216,450.00	100%	0.00	10,822.5		
15 - Fire Suppression														
15 - Fire Suppression	AAA Construction	Pipe Relocation	0.00	3,000.00	3,000.00	3,000.00	0.00	0.00	3,000.00	100%	0.00	150.0		
SUBTOTAL - SOV			500,000.00	0.00	500,000.00	461,750.00	10,500.00	0.00	472,250.00	94%	27,750.00	23,612.5		
01 - OH & P														
01 - OH & P	AAA Construction	Overhead & Profit @ 9%	45,000.00	0.00	45,000.00	44,000.00	0.00	0.00	44,000.00	98%	1,000.00	2,200.0		
01 - Fees & Insurance														
01 - Fees & Insurance	INS Insurance	Insurance @ 1.68%	9,156.00	0.00	9,156.00	9,156.00	0.00	0.00	9,156.00	100%	0.00	457.8		
01 - Fees & Insurance	BRB Insurance	Builder's Risk @ .80%	4,360.00	0.00		4,360.00	0.00	0.00	4,360.00	100%	0.00	218.0		

## Payment Application Forms – Project Contingency (CCA) Log

Amanda Williams – Senior Director

BROWARD COLLEGE							Pr	oject Continge	ency (CCA) Lor
CONTRACTOR NAME:	AAA Construction							N VOICE # (PO # - APP #)	
BC PROJECT NUMBER:	1000-C25-01.0		•					APPLICATION DATE:	
BC PROJECT NAME:	Central Campus Buildin	g Improvements	•					1/1/2025	
CONTRACTOR PROJECT #:	AAA-123							PERIOD TO:	1/31/2025
0011	T 1 0 1 TH	50.15	2	Contingency Authorizations	D711 - 1 D	Remaining Amount to			601
CCA No.	Trade Code/Title	CM/Subcontractor	Description of Work	Amount	Billed to Date	Bill	Contingency Balance	Invoiced on PAF No.	CCA in Project File
					GM	P Contingency Amount:	\$ 50,000.00		
1	15 - Fire Sprinklers	AAA Construction	Relocate pipe in conflict with new entrance	\$ 3,000.00	\$ 3,000.00	ş -	\$ 47,000.00	PAF #5	YES
			Repair 3,300 linear ft of concrete joints on the						
2	03 - Concrete	BBB Concrete	5th level @ \$6.50/linear ft.	\$ 21,450.00	\$ 5,000.00	\$ 16,450.00	\$ 25,550.00	PAF #5	YES
3	02 - Existing Conditions	CCC Painting	Remove & replace 100 precast curb stops	\$ 8,000.00	\$ 2,000.00	\$ 6,000.00	\$ 17,550.00	PAF #5	YES
				, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	, , , , , , , , , , , , , , , , , , , ,	\$ -	\$ 17,550.00		
						\$ -	\$ 17,550.00		
						\$ -	\$ 17,550.00		
				-		\$ -	\$ 17,550.00		
			Total Approved Contingencies to Date	\$ 32,450.00					
			Contingencies Billed to Date		\$ 10,000.00				
			Remaining Contingency Balance to Bill			\$ 22,450.00			
			Remaining Contingency Balance				\$ 17,550.00		

## **Construction Phase – Process for Progress Payments ("Pay Apps")**

#### Amanda Williams – Senior Director





Submits pay app in Procore, including:

BC Payment Forms

Required support

Architect & Engineer

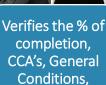


Reviews and certifies the pay app
Signs Payment
Application
Certificate

BC Design & Construction







**Change Orders** 

Prepares pay app package and submits for payment

BC Facilities Financials



Reviews
payment forms
and supporting
docs, including
CCA's, General
Conditions, SelfPerformed Work,
Subcontractor
Pay Apps, Lien
Waivers

## BC Payment Approvals



Pay app package routes to approvers for review

#### BC Accounts Payable



Payment is issued in our bi-weekly check run (Tue and Thu)

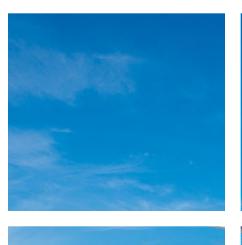
## **Payment Applications – Frequently Addressed Items**

#### Amanda Williams - Senior Director

- Include all supporting documentation, especially for all billed General Conditions, such as payroll/labor reports, all field labor, and self-performed work
- Payment applications will be rejected for billing items that are not approved
- Revised payment applications requires both
  - A newly signed and notarized Payment Application Certificate, and
  - A revised lien waiver
- Final payment applications require submittals of <u>all</u> the <u>FINAL</u> lien waivers from the CM <u>and all</u> <u>subcontractors/vendors</u>
- Final payment applications require delivery of final drawings/as-builts to the Project Manager (if applicable)
- No requirement to submit a CCA or change order for remaining balances prior to submitting the final retainage pay app
- Invoice payment systems will be unavailable during College closures. You will receive advanced notice of these dates



# Robert Bellot Senior Construction Project Manager



















## **Punch List**

#### Robert Bellot, Senior Construction Project Manager

- CMs shall complete their own punch list before requesting from Architect/Engineer & Owner
- CM will request Architect/Engineer to schedule the punch list walk-thru with PM near substantial completion
  - ✓ It helps CM meet deadline (30 days)
  - ✓ Identify long lead items to repair/replace
  - ✓ Leverages subcontractor's availability to make timely repairs before moving on to the next project
- Architect will upload complete punch list to Procore for CM to distribute
- Only one punch list will be issued It will combine Architect/Engineer and Broward College Team

## **Punch List**

### Robert Bellot, Senior Construction Project Manager

#### **Procore**

BROWARD COLLEGE

Broward College Facilities Mgmt. 1000 Coconut Creek Boulevard Coconut Creek, Florida 33066 United States (954) 201-2240 Printed on Thu Jun 15, 2023 at 03:18 pm EDT

Job #: HF-20210089 North Campus Chiller Plant Upgrade Project 1000 Coconut Creek Boulevard Coconut Creek Florida, 33066

#### Punch Items for HF-20210089 - North Campus Chiller Plant Upgrade Project

64 Items

#### #1: Provide proper labels for VFDs

Type: Location:

Deficiency 101 - Chiller Room

Date Created: Due Date: 05/25/2023 06/16/2023

Priority: Status:

High Work Required

Creator: Reference:

Robert Bellot

Description:

Punch Item Manager: Final Approver:
Robert Bellot Robert Bellot

Ball in Court: Assignee Name:

Danny Lapenna (Universal Electric of Florida, Inc.)

Lapenna, Danny (Universal Electric of Florida, Inc.)

Work Required





## TCO/CO

## Robert Bellot, Senior Construction Project Manager

## TCO - Temporary Certificate of Occupancy

- Expiration date determined on Building Official or FDOE form 110B (typically 30, 60, or 90 days)
- All Life Safety items completed and inspected
- Electrical inspection and Emergency light test
- Exhaust and outside air verification on mechanical system
- Test & Balance completed

## **CO - Certificate of Occupancy**

- Typically, 30, 60, or 90 days after TCO is issued
- 100% of all contract items and final inspections and approval from A/E and BC PM
- FDOE forms 110A, 110B,208 & 208B completed and submitted (this applies to projects over \$300K)

## **Coordinate FF&E**

#### Robert Bellot, Senior Construction Project Manager

- BC coordinates and executes all staff moves through the Planning Department
- CM needs to include sufficient time in their schedule for the following:
  - o Computers/telephones installation
  - Furniture installation
  - o IT and AV connections
  - Staff training



## **Closeout Process**

## Robert Bellot, Senior Construction Project Manager

#### **CHECKLIST:**



BROWARD® FACILITIES MANAGEM Project Close Out Chec											
PROJ	PROJECT INFORMATION										
Project	Description:	Central Campus IPS Hardening									
Purcha	se Order #:	PO-020250									
BC Pro	ject #:	1000-C99-01.0									
Contra	ctor:	State Contracting Engineering Corp.	Temporary Cer	tificate of Occupancy Date:							
Notice	to Proceed Date:	12-Mar-21	Certificate of O	ccupancy Date:							
CHEC	KLIST										
ITEM		DESCRIPTION	Completion Date	N	OTES						
1	All field issues res	solved									
2	Site and building	cleaned per specifications									
3	All building systen	ns tested and certified complete and operational per specifications									
3.1	Electric										
3.2	Plumbing										
3.3	Mechanical										
3.4	Telecom										
3.5	Special System	s (ie. elevator, chair lift, auto lift, exhaust system, kiln, etc.)									
3.6	Life Safety Syste	ems									
3.7	AV										
3.8	Networking										
4	All Building Officia	I Inspection Report deficiencies are resolved									
5	Test and Balance	reports issued and reviewed by A/E Team									

#### **Closeout Process**

#### Robert Bellot, Senior Construction Project Manager

#### **CONSTRUCTION MANAGER RESPONSIBILITIES:**

- Review and provide the Broward College Close Out Process and Check List
- At each Construction Coordination Meeting provide an Agenda Item for Project Close Out. Items of discussion may include:
  - O Documentation of Equipment, Finishes, etc. for Operation and Maintenance
    Manuals and Warranties
  - As-built Documentation verification throughout the Construction process
  - Verification of "Attic Stock" requirements as identified in the Project
     Documents



#### **Closeout Process**

#### Robert Bellot, Senior Construction Project Manager

#### WHAT TO INCLUDE?



- At Final Completion of Project, Schedule a meeting with Broward College and Design Team to review Close Out Documentation
- Provide Close Out Documents in Procore as a submittal
- Provide Site Survey of Utilities, if applicable
- Provide Equipment List, if applicable
- Provide TCO and CO Documentation to verify approval of Fire Marshal and Building Officials
- Final payment will be withheld until Close Out Documents are furnished, reviewed and approved

#### **Equipment Transfer Control**

#### Robert Bellot, Senior Construction Project Manager

#### **EQUIPMENT TRANSFER CONTROL**

- Format for equipment information
  - o Location
  - Usage Information
  - o Dates
  - o Cost/Purchase
  - Warranty



#### Archibus Data Transfer

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	Equipment	Equip.	Serial	Equipment		Building	Floor	Koom	Column	Equipment	operating	Years Life	Equipment	weter	weter	Date of	Warranty	instaii	P.O.	Purchase	Purchase	Cost to
	Code	Status	Number	Standard	Site Code	Code	Code	Code	located near	Use	hrs/day	Expectancy	Condition	Reading	Units	Manufacture	Expires	Date	Number	Price	Date	Replace
ſ																						

# Jorge A. Rodriguez Associate Vice President Design & Construction



















#### **Consultant Performance Evaluation based on Post Occupancy Review**

#### Jorge A. Rodriguez, Associate Vice President

- Collaboration between the A/E and CM@R during the 30%, 60%, 90%, and 100% design deliverables.
- Construction estimates provided at each design milestone (30%, 60%, 90%, and 100%) to ensure budget alignment.
- Minimizing RFIs during construction through improved coordination and documentation during design phase.
- Reducing change orders by ensuring drawings comply with Broward College Design & Construction Standards (e.g., Electrical Bridge Box for lighting control).
- Enhanced trade coordination for ceiling reflective plans to prevent conflicts (e.g., ducts, electrical conduits, speakers, and light fixtures).
- Ensuring scope alignment between Architectural and MEP plans to avoid discrepancies. All drawings are complimentary to each other

NFOR	MATION				
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roject			Total Construction		
Constru	uction Project Manager:		Contract Completic	on Date:	
	CATEGORIES	NOT APPLICABLE	PERFORMED NOTABLY WELL	SATISFACTORY PERFORMANCE	INFERIOR PERFORMANCE
1	Quality of Technical Services				
	Architectural				
	Mechanical Eng.				
	Electrical Eng.				
	Structural Eng.				
	Civil Eng.				
	Other				
2	Administration/Coordination of Design Team				
3	Timeliness of Services				
4	Quality of Technical Documentation				
5	Cooperation / Concern for College Interests				
6	Administration of Project Paperwork				
7	Achievement of Study, Program or Design Objectives				
8	Administration/Enforcement of Contract Documents				
9	Code Compliance				
10	Overall Performance during the rating period				
	mendation for future work:	_			
		☐ Yes	□ No		

#### **Lessons Learned Page 1 of 2**

#### Jorge A. Rodriguez, Associate Vice President

- The Broward College Project Manager (PM) is the primary point of contact for any design or construction-related questions. The Construction Manager at Risk (CMR) shall only follow directives from the Broward College PM when making scope changes to the Guaranteed Maximum Price (GMP).
- CMR must notify the Broward College PM before starting any construction activities.
  - o Example: Cutting concrete during normal business hours is not an ideal practice for all involved.
- Enhance coordination between the Broward College Dean, Campus Classroom & Event Scheduler, and PM during the 60% submittal to develop an optimized phasing plan and establish an accurate project duration.
  - o Example: B-4 Bailey Hall, B-5, B-10.
- The Architect, CMR, and Broward College PM shall conduct a preliminary "pencil copy" pay requisition review to expedite the approval process in Procore.
- Pay requisitions must be submitted monthly or combined, as necessary.

#### **Lessons Learned Page 2 of 2**

#### Jorge A. Rodriguez, Associate Vice President

- FDOE forms must be uploaded to Procore and included in the closeout documents, while the Broward College Project Manager (BC-PM) will store them in the OneDrive project folder.
- The Construction Manager at Risk (CMR) shall review Contingency (CCA's) and Potential Change Orders (PCOs) from subcontractors for validity against Contract Documents, Project Specifications, and Broward College Design & Construction Standards before submitting them to the Architect/Engineer and Broward College Project Manager (BC-PM).
- PCOs must not include lump sums; instead, they must provide a detailed cost breakdown for labor, materials, and equipment, including
  any applicable credits.
- The PCO submission must include:
  - Relevant takeoffs
  - o Unit costs (e.g., per square foot, per linear foot)
  - Quantities
- All PCOs must be reviewed during the OAC meeting before the BC-PM submits them to the AVP of Design & Construction for approval.

#### **Permitting Process: Plans Review & Inspections**



# **Broward College**

Presented by: C.A.P. Government, Inc.

capfla.com



#### 1. Introduction

- Broward College Team
- CAP Government Team

# 2. CAP EPR (Electronic Plan Review System)

Procedures for vendors
 (Architectural & Engineering
 Firms) to submit plans for
 review.

#### 3. Permit Process

- CAP Sample Permit
   Application please look at
   BC Website
- CAP Permit CARD
- Requesting Inspections
- CAP Inspection Report

#### 4. Closeout Forms

Certificate of Occupancy

#### 5. Q & A

#### **Project Start Up Form**

- BC Project Manager initiates the Project with a Start-Up Form.
- Project specifics are provided: sketches, pictures and generic information, inclusive of estimated construction cost and project duration.
- Project management, contractor and AOR or EOR information is also provided.

Building Code Administration Form BCAD 001 – REV 010923



#### PROJECT START-UP

	INSTRUCTIONS	G <sub>eo</sub>					
CAP File No.		ECT MANAGERS to					
Date Rcvd:	miaterner@capha.com with any new Building Code Administration (BCAD)						
BC Project #:	Project N	lame:					
•			L				
COST CENTER: EXIST	ING PO: Enter B	CAD PO#:	NEW	PO (Request Cost)			
1. BC Proj. Mgr:		Mobile:	Email:				
2. Campus: North Dother:	Central South	DTC Cypre	ss Coral Sprin	ngs   Miramar			
Proposed Work:      Ne     Scope of Work:	a position and a supplied of the supplied of t	Alter Maint.	☐ Demolition ☐	Other			
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5. Contracting Firm: Contact: 6. Architect / Engineer:		Phone:	Email:	or 🗌 TBD			
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5. Contracting Firm: Contact: 6. Architect / Engineer: Contact: 7. Project Distribution Lis		Phone:	Email:	or 🗌 TBD			

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#### Permit and Plan Review Process is conducted electronically via an on-line portal

#### Permit Application Signed by

- Project Manager (PM),
- General Contractor (GC) and
- Building Official (BO).
- 1. Permit application package is uploaded to the CAP EPR portal. CAP EPR provides notifications via email.
- 2. CAP plan reviews and resubmittals are conducted in the EPR. All plan reviews are completed within 10 days.
- 3. Plan approvals require compliance with FBC, BC Design Standards and other BC project specific requirements
- 4. Permit packages are approved and stamped digitally.
- 5. The Master Building Permit is issued to the GC. All subsequent Sub-Permits to be submitted by the trade subcontractors.
- 6. Permit cards are issued with all permits.
- 7. The GC can print copies of the Permitted Plans.

# Permit and Plan Review Process

#### **Permit Application**

Building Code Administr Form BCAD 100 - REV 010923	ration			BROWARD COLLEGE
Permit No	Roofing, F/A, F/S INSTRUCTIONS application signe specs, product a (REQUIRED). For	, Site Work, S: Application d and notaria pprovals, ca or further ass	etc. Contact our or in must be typed or zed. Attach (2) two lcs and asbestos al sistance call 954.88	printed in ink. Submit original sets of hard copy plans, patement report 8.9531.
1. BC Proj. Mgr:		Mobile:		Email:
2. BC Project No.:		Mobile:		Email:
3. Campus: North Other:	Central  ☐Sout	h DTC	Cypress Co	ral Springs  Miramar
4. Building No. / Location	1:			
6. Est. Cost \$	Est. Duratio	n D	ays <b>Es</b> t	. Sq Ft
7. Contracting Firm:	Est. Duratio	n D	ays <b>Es</b> t	. Sq Ft
	Est. Duratio	n D	ays <b>Est</b>	. Sq Ft
7. Contracting Firm: Address:	Est. Duratio	n D	ays <b>Es</b> l	. Sq Ft.
7. Contracting Firm: Address: Qualifier Name:	Est. Duratio		ays <b>Es</b> l	. Sq Ft
7. Contracting Firm: Address: Qualifier Name: License No.:	Est. Duratio		ays <b>Es</b> l	. Sq Ft
7. Contracting Firm: Address: Qualifier Name: License No.: 8. Architect / Engineer: Address: Qualifier Name:	Est. Duratio	Phone:	ays Est	. Sq Ft
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7. Contracting Firm: Address: Qualifier Name: License No.: 8. Architect / Engineer: Address: Qualifier Name:	Est. Duratio	Phone:	ays <b>Es</b> l	. Sq Ft
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7. Contracting Firm: Address: Qualifier Name: License No.: 8. Architect / Engineer: Address: Qualifier Name: License No.: 9. Present Occupancy	Est. Duratio	Phone:	ays Est	. Sq Ft

#### Building Code Administration Form BCAD 100 - REV 010923

#### BROWARD COLLEGE

This application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, ROOFS, FURNACES, BOILERS, HEATERS, TANKS, AND AIR CONDITIONERS, etc...

**OWNER/CONTRACTOR AFFIDAVIT:** I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

"NOTICE: In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other governmental entities such as water management districts, state agencies or federal agencies."

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOU PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.

#### 11. Owner (or Project Manager):

# Digitally signed by Nelson Goris Nelson Goris Charles Ou-Broward College, CN-Nelson Goris Date: 2023, 12,04 16:15:02-45:00

Electronic Signature

	Print Name of Contractor
Date:	
	Contractor (Qualifier) Signature
Sworn to	of FLORIDA, COUNTY of and subscribed before me this day of by
	Notony Cianaturo
	Notary Signature

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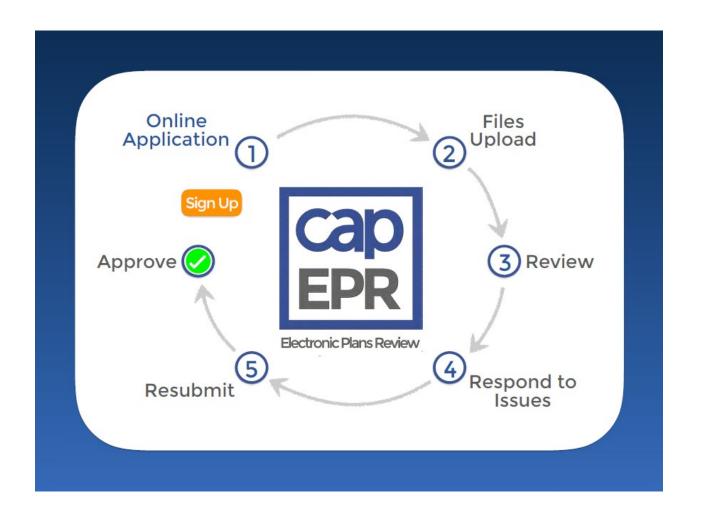
Building Code Administration Use Only

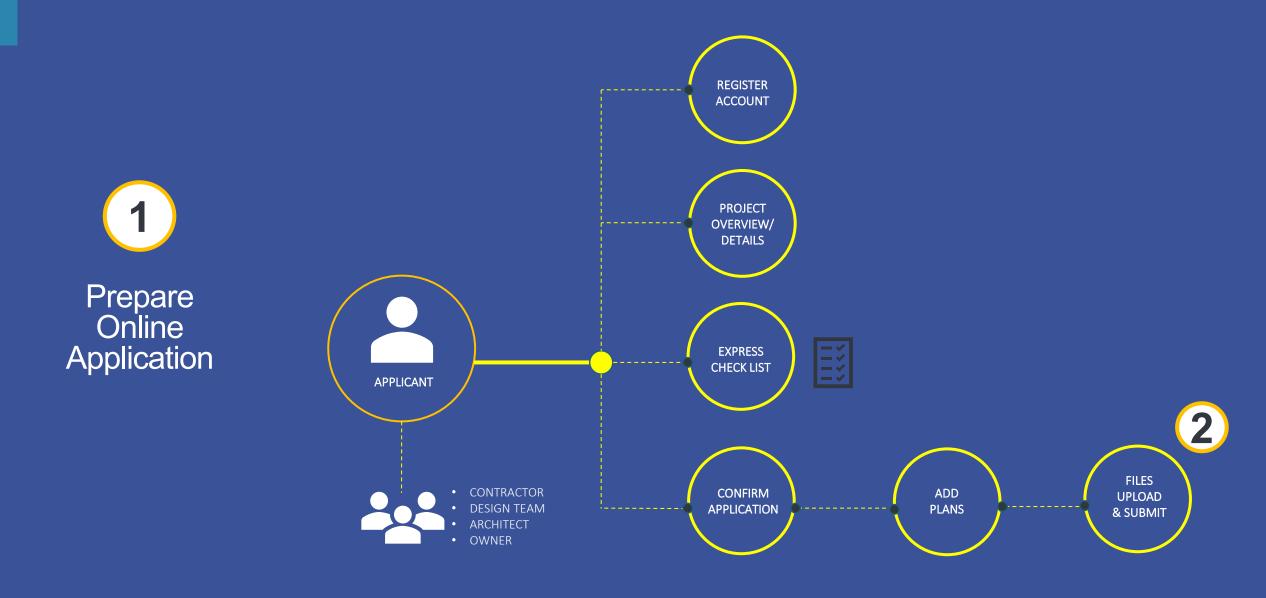
SCAD Approval Signatures:		
Recommended for Approval:	Date:	
application Approved by:	Date:	

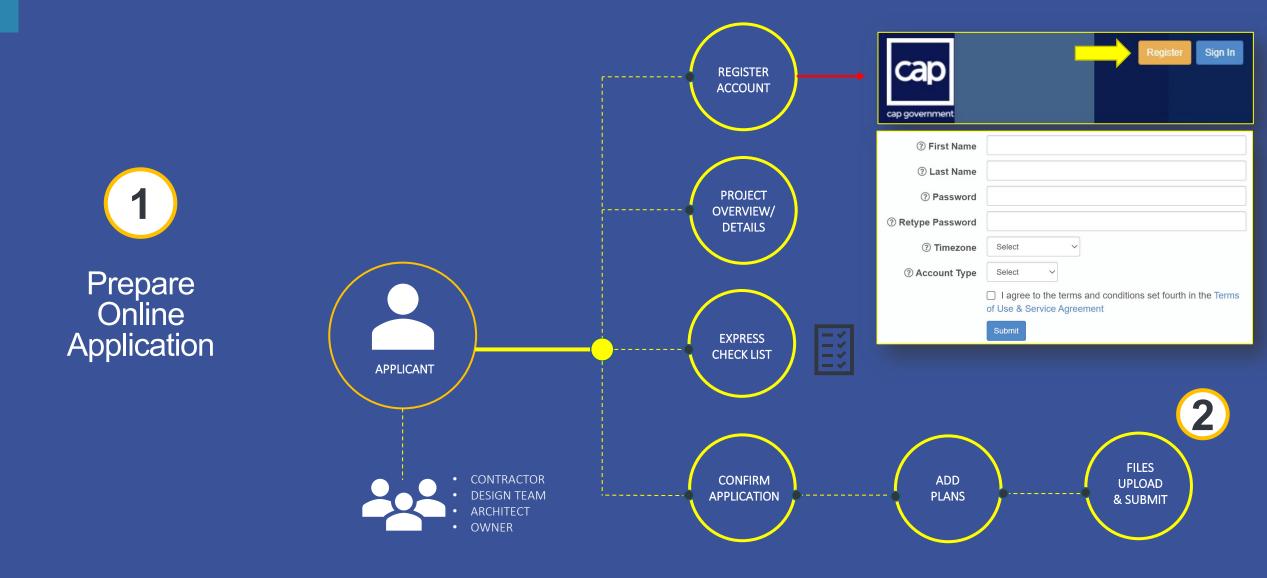
1343 Almeria Avenue · Coral Gables, FL 33134 | O: 954.888.9531 Page 2 of 2

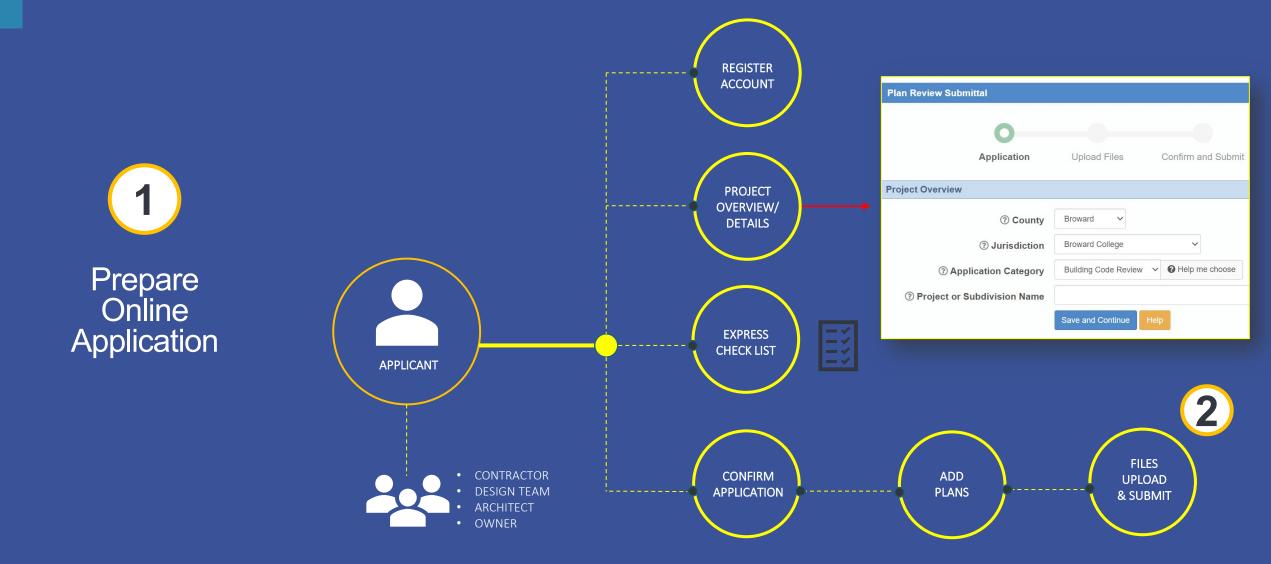
#### **Electronic Plan Review**

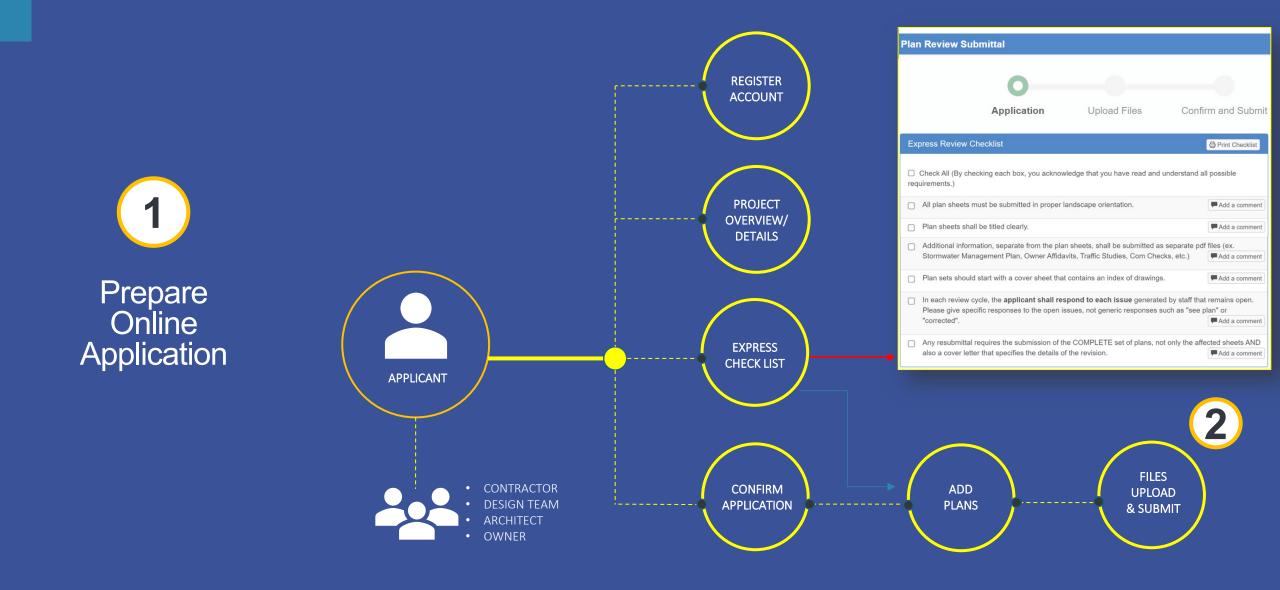






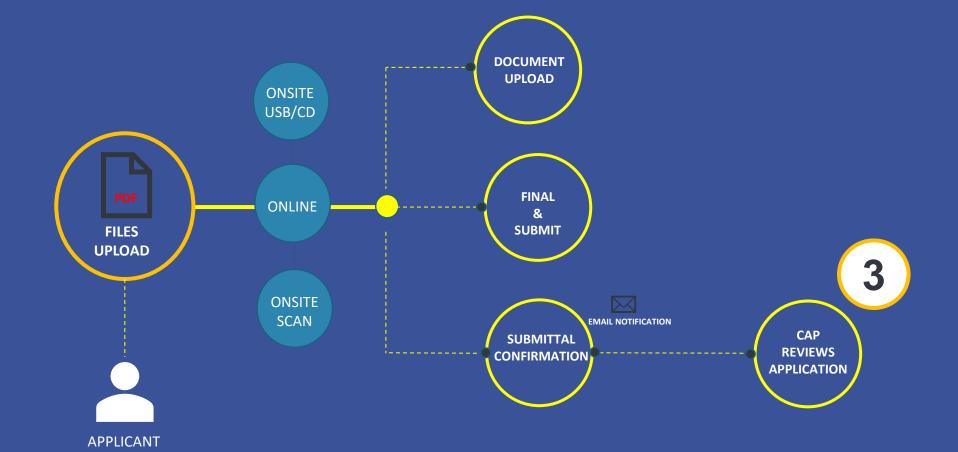






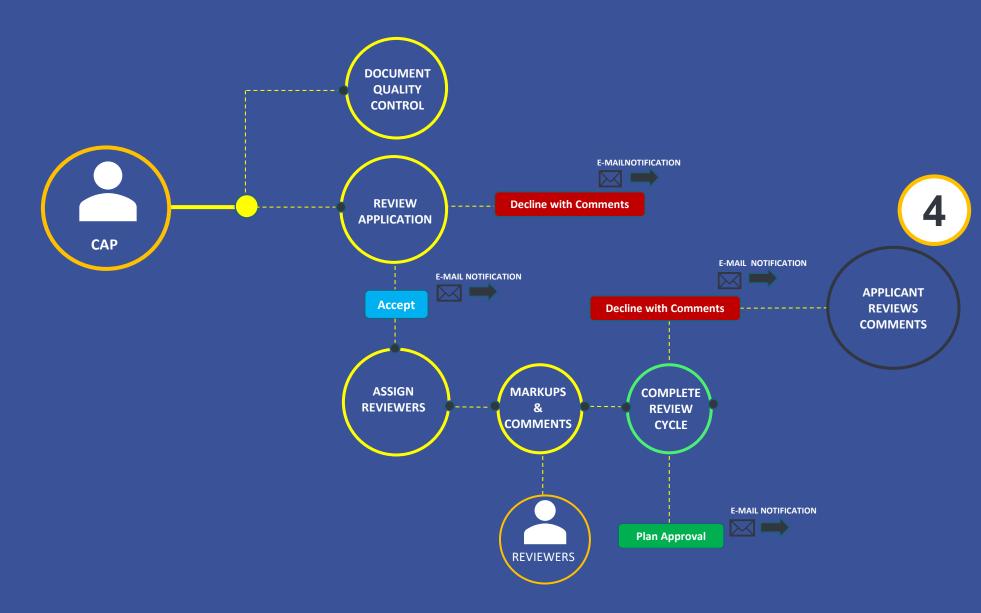
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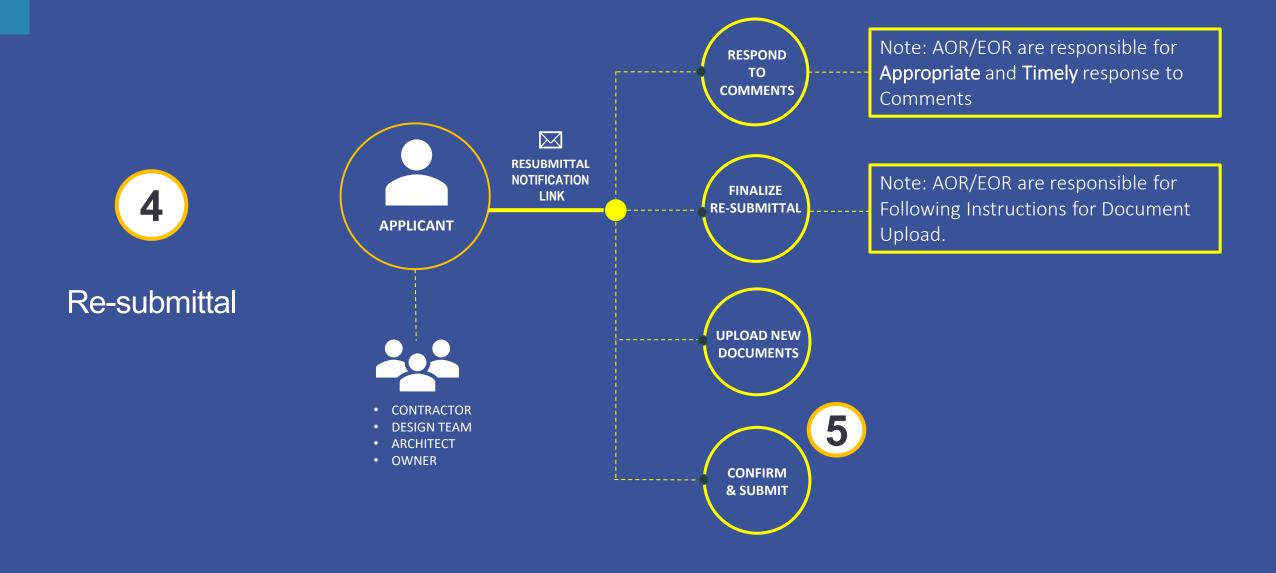
Files Upload and Submit Application



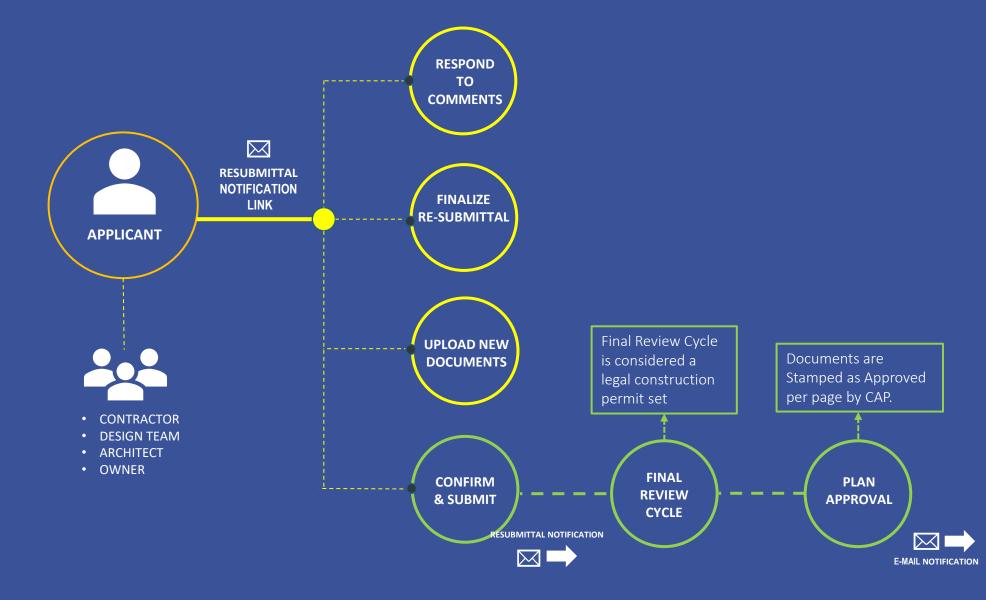


Review Electronic Plan Review





Final
Plan Review
And Approval



#### Inspections

- GC registers with CAP EPR
   Inspections to request and receive applicable inspections.
- 2. Inspections are performed within 24hrs or max of 48hrs.
- 3. GC is responsible for maintaining permit card, plans and permit documents for inspector's reference.
- 4. Inspector provides a PASS/FAIL disposition with a follow up report describing deficiencies, if any, to be corrected as required.

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# REQUESTING INSPECTIONS

#### Below you can find instruction to create an account to the CAP system:

- 1. Click on this link to access the CAP Electronic Plan Review System:
  - CAP Government (geocivix.com)
- 2. Register to create a Username and Password / Sign-in (See below).

Note: Registration is mandatory to request inspections

3. Once the applicant is registered, click on "Home" and then "schedule an Inspection" (See below).





You may request inspections through any device using the link above.

### **Inspections and Reports**



#### **INSPECTION REPORT**

PERMIT No.	2021-191-E	REPORT No.	E - 143
PROJECT TITLE	NOR16001 MDC School of Justice Phase 2B - Building 400 North Campus	INSPECTION DATE	12/12/2023
PROJECT NUMBER	NOR16001	REPORT DATE	12/12/2023
LOCATION	11380 NW 27th Ave. Miami Florida 33167	INSPECTOR	Enrique Noa
CONTACT	Jorge Mendoza	CONTRACTOR	Stobs Brother Construction
		INSPECTOR LICENSE	PE87401

INSPECTION PERFORMED: Electrical Inspection

INSPECTION SUBTYPE: Rough

**INSPECTION RESULTS: PASS** 

#### AREA INSPECTED / INSPECTION COMMENTS

Inspection Date: 12-12-2023

Inspected Area: Building 400

Electrical rough in walls at EOC (Emergency Operation Center) instruction laboratory J280, run 3/4", 1" and 11/4" EMT conduits (data and power), compression type fittings, power regular and emergency outlets, card reader, switches, CCTV, fire alarm devices, strapped and supported as per code, work in progress.

#### PENDING AND NON-COMPLIANCE ITEMS









#### **Closeout Forms**

- 1. AOR or EOR statement of compliance.
- 2. Final Inspection / Acceptance
- 3. Substantial Completion Form
- 4. Other applicable forms:
  - Threshold Inspections
  - Fire Alarm NFPA Final Certification
  - Test & Balance Report
  - Others as deemed applicable
- 5. CO form by BO.

#### **Closeout Forms**

- AOR or EOR statement of compliance.
- Final Inspection/Acceptance State of Florida

uilding No: Bldg. 5000 & 7000	Project No: NRN21002	Campus: North
oject Description: Renovation of the ex Campus Bldg. 5000	xisting women's and men's restroom & third floor of Bldg. 7000	s on the first floor of MDC North
Date of SUBSTANTIAL COMPLETION CER OF OCCUPANCY	177.73.117	AL INSPECTION/ACCEPTANCE
Bldg. 7000 - 7/21/23 / Bldg. 5000 - 9/2	20/23 Bidg. 7000	- 7/21/23 / Bldg. 5000 - 9/20/23
SECTION A: OWNER'S ACCEPTANCE		
Upon the recommendation of our Project with chapter 1013 Florida Statute.	t ( Architect  Engineer) in his/her	certification in section B below, in accordance
	Leo Bobadilla	4/26/23
Owner Signature		Date of Substantial Completion
work required by the contract document documents; Chapter 1013, Florida Statu  ( Architect Engineer) FIRM NAI  ADDRESS: 2780 SW Douglas Rd.	I have inspected the subject project and ts for this project has been completed in es, SBE Rules 6-2.001, FAC, Chapter 553	
As Project ( Architect Engineer) work required by the contract document documents; Chapter 1013, Florida Statu ( Architect Engineer) FIRM NAI	I have inspected the subject project and ts for this project has been completed in es, SBE Rules 6-2.001, FAC, Chapter 553	accordance with approved contract
As Project ( Architect Engineer) work required by the contract document documents; Chapter 1013, Florida Statu ( Architect Engineer) FIRM NAI ADDRESS: 2780 SW Douglas Rd, Suite 302, Miami FL, 33134	, I have inspected the subject project and to for this project has been completed in es, SBE Rules 6-2.001, FAC, Chapter 553 ME: MC Harry Associates  Print Name of AOR/EOR CRAIG AQUART	accordance with approved contract , FS, and the Florida Building Code.
As Project ( Architect Engineer) work required by the contract document documents; Chapter 1013, Florida Statu ( Architect Engineer) FIRM NAI ADDRESS: 2780 SW Douglas Rd, Suite 302, Miami FL, 33134  AOR/EOR Signature Date 11.08.2023  SECTION C:INSPECTOR CERTIFICATION INSPECTOR FIRM NAME:	, I have inspected the subject project and to for this project has been completed in es, SBE Rules 6-2.001, FAC, Chapter 553 ME: MC Harry Associates  Print Name of AOR/EOR CRAIG AQUART	accordance with approved contract , FS, and the Florida Building Code.
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As Project ( Architect Engineer) work required by the contract document documents; Chapter 1013, Florida Statu ( Architect Engineer) FIRM NAI ADDRESS: 2780 SW Douglas Rd, Suite 302, Miami FL, 33134  AOR/EOR Signature Date 11.08.2023  SECTION C:INSPECTOR CERTIFICATION INSPECTOR FIRM NAME: ADDRESS: ADDRESS: Albertabal 11-15-2023	,T have inspected the subject project and is for this project has been completed in es, SBE Rules 6-2.001, FAC, Chapter 553 ME: MC Harry Associates  Print Name of AOR/EOR CRAIG AQUART  ON  Roberto S. Vich	accordance with approved contract, FS, and the Florida Building Code.  License No. AR 96477

#### **Closeout Form**

• Substantial Completion Form

#### ERTIFICATE OF OCCUPANCY/SUBSTANTIAL COMPLETION

Project Name: MDC Bldg. 6000 CAIDA Campus: Kendall PM: Caldwell, Jacquelyn Building No: 6000 Project Description: Interior finishes, rendered and account of the control of th and electrical power and data provisions. In accordance with Section 1013.37(2)(c), Florida Statutes, and upon recommendation of the project architect/engineer and the certified inspector, as stated below, the subject project is ready for occupancy. The Owner accepts the Work or designated portion thereof as substantially complete and certified for occupancy. Leo Bobadilla, Vice Provost of Facilities Management Owner Signarture Print Name Of Owner Date of Substantial Completion The Work performed under this Contract has been reviewed and found, to the Contractor's and Architect's best knowledge, information and belief, to be substantially complete. Substantial completion is defined by the Contract Documents. The date of Substantial Completion of the Project or portion thereof designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below: A punchlist of items to be completed or corrected by the CM is attached. Failure to include any items on the punchlist does not alter the responsibility of the CM to complete all Work in accordance with the Contract Documents. The CM will complete or correct the Work on the punchlist (Final Observation Report) of items attached within 30 days from the above Date of Substantial Completion. There are not outstanding punchlist items on this project. Firm Name: Stobs Bros. Construction Co. Address: 580 NE. 92nd Street. Miami Shores, FL 33138 Print Name of Contractor CGC011055 PROJECT ARCHITECT/ENGINEER AND CERTIFIED INSPECTOR have inspected the subject project and, to the best of my knowledge and ability, I have determined that the safety systems\* are working satisfactorily; the facility is in compliance with Florida statutes, rules and codes affecting the health and safety of its occupants; and that no asbestos-containing materials were specified for use in this building, nor to the best of my knowledge were asbestos containing materials used in the construction of this project. Rodriguez Architects, Inc. Ponce de Leon Blvd., Suite 1010, Coral Gables, FL 33134 11630 Lourdes Rodriguez Print Name of AOR/EOR License No. 12/06/2023 Roberto S. Vich AR6693 Print Name of Inspector License No. 12/06/2023 Pedro J. Martinez BU2112 Building Official Signature Print Name of Building Official

License No.

<sup>\*</sup>Safety systems include, but are not limited to: exiting, safety, rescue, fire rating, fire protection, means of egress, master valves, eye wash and dousing shower in science labs; emergency disconnects in shops; fume and dust collection systems; heat and smoke detectors, stage protection including curtain operation, smoke vent, sprinklers, etc.; kitchen hood; fire sprinklers; smoke venting; illumination of means of egress; emergency lighting; emergency power; exit lights; fire alarm systems with required incidental functions; fire extinguishers; fuel fired heaters; electrical illumination; electrical system required ventilation; toilet facilities; kitchen hot water supply; water supply; and sewage disposal as they apply to this project.

# TCO & CO Forms



#### TEMPORARY CERTIFICATE OF OCCUPANCY

Project Number: Name of Owner: Proposed Use:

Job Address:

Certificate Number: Permit Issue Date: FBC Edition for Permit: Building Permit Number:

Use and Occupancy Classification: Type of Construction: Design Occupant Load: Fire Sprinkler Required:

FINAL STRUCTURAL INSPECTION	Building Permit # Report S – #	DATE://	INSPECTOR:
FINAL BUILDING INSPECTION	Building Permit # Report B – #	DATE://	INSPECTOR:
FINAL MECHANICAL INSPECTION	Mechanical Permit # Report M – #	DATE://	INSPECTOR:
FINAL ELECTRICAL INSPECTION	Electrical Permit # Report E – #	DATE://	INSPECTOR:
FINAL PLUMNING INSPECTION	Plumbing Permit # Report P – #	DATE:/	INSPECTOR:
FINAL LS/FIRE INSPECTION	Fire Permit # Report F – #	DATE:/	INSPECTOR:

The above referenced structure has been inspected and verified to comply with the requirements of the Florida Building Code and Division of Occupancy of its intended Use. Occupancy, classified as #, complies with Florida Statutes, Rules and Codes affecting the Health and Life Safety of its Occupants. The Life Safety systems are working satisfactorily, and the main entrance doors can be used for a period not to exceed 90 days from the issuance date.

Daniel B. Nieda, RA Building Official, BU 2112 BC Facilities Management

Issue Date: - - / - - / - - -



CERTIFICATE OF OCCUPANCY

Project Number: Name of Owner: Proposed Use:

Job Address:

Certificate Number: Permit Issue Date: FBC Edition for Permit: Building Permit Number:

Use and Occupancy Classification: Type of Construction: Design Occupant Load: Fire Sprinkler Required:

FINAL STRUCTURAL INSPECTION	Building Permit # Report S – #	DATE:/	INSPECTOR:
FINAL BUILDING INSPECTION	Building Permit # Report B – #	DATE://	INSPECTOR:
FINAL MECHANICAL INSPECTION	Mechanical Permit # Report M – #	DATE://	INSPECTOR:
FINAL ELECTRICAL INSPECTION	Electrical Permit # Report E – #	DATE:/	INSPECTOR:
FINAL PLUMNING INSPECTION	Plumbing Permit # Report P – #	DATE://	INSPECTOR:
FINAL LS/FIRE INSPECTION	Fire Permit # Report F – #	DATE:/	INSPECTOR:

The above referenced structure has been inspected and verified to be following the requirements of the Florida Building Code and Division of Occupancy of its intended Use. Occupancy, classified as B, complies with Florida Statues Rules and Codes affecting the Health and Life Safety of its Occupants. The life safety systems are working satisfactorily, and the structure may be occupied.

Daniel B. Nieda, RA Building Official, BU 2112 BC Facilities Management

Issue Date: - - / - - / - - -

# **Questions & Answers**

#### **Building Official, Asst Fire Code Official – MT Causley**

Otto J Letzelter, SE, PE, BCA, CFM

GOV Easy Portal online Plan Review and Inspections Portal

- BC-PM to provide email list of individuals to be copied on Plan review comment reports and inspection scheduling and inspection results
- Email Nicole Ingersoll <u>Iningersoll@cgasolutions.com</u>

MTC Permit Technician | 1800 Eller Drive | Suite 600 | Ft Lauderdale, FL 33316 | Direct: 954.865.2432 (cell)

- Plan Review and project Submittals for review | Copy BC-PM on all correspondence
- Inspection requests for permitted projects. Include Permit No BP25-XXXX-XX, Project File Number 1003.XXX, Inspection code and type requested and time for request AM/PM or special time slot.
- Receive GOV Easy email with inspection request confirmation or plan review receipt or plan review completed email notification.

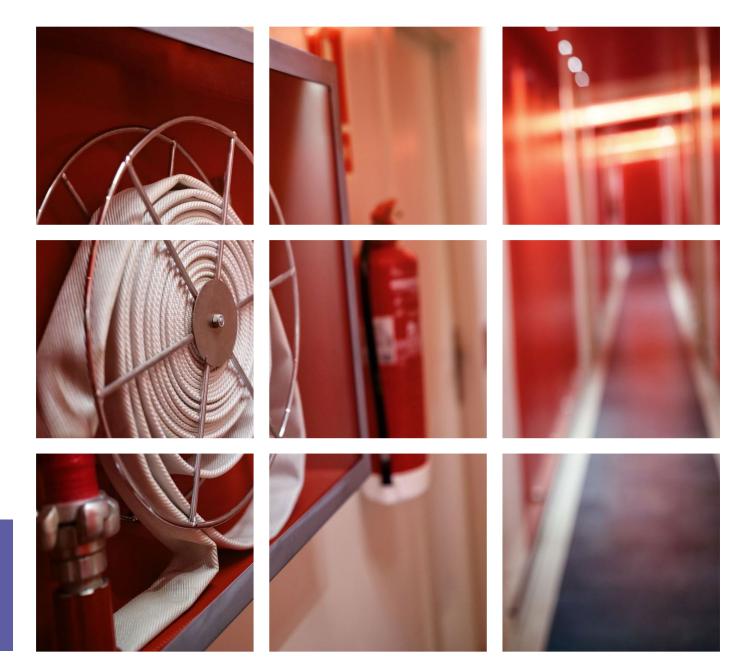
Vendor Building Code Administration

• Cell: 954.659.3371

• Email: oletzelter@cgasolutions.com

## **Robert Probel**

Senior Director Environmental Safety and Chief Fire Official



#### **Environmental Safety and Fire**

Robert Probel - Senior Director Environmental Safety and Chief Fire Official

Environmental Safety and Fire is responsible for overseeing the Quarterly, Semi-Annual, and Annual testing of all fire safety related equipment collegewide and to preserve all testing documentation.

#### **Equipment tested includes:**

- Fire Alarm Control Panels (FACPs)
- Initiating and Notifying Devices (e.g., Smoke Detectors, Pull Stations, Horn Strobes, and Sirens)
- Sprinkler Systems
- Fire Pumps

- Backflows
- Fire Hydrants
- Exit Signs
- Fire Doors
- Fire Extinguishers
- Defibrillators (AEDs)

We are requesting 24-48 hours notice from any vendor that is performing work in a building that might trigger the fire alarm.

#### **Environmental Safety and Fire**

#### Robert Probel - Senior Director Environmental Safety and Chief Fire Official

All fire safety related equipment testing is completed during the Winter and Spring Breaks when the college is closed.

South Campus-December Central Campus-December North Campus-March Centers-March

#### Fire Safety Inspections

Environmental Safety and Fire also escorts all State, County, and Municipal Fire and Life Safety Inspectors during any inspection performed at the college.

#### <u>Inspection Examples:</u>

Each year the <u>Florida College System Risk Management Consortium (FCSRMC)</u> sends state safety inspectors to conduct a collegewide safety inspection of each site and building. Once the inspection is completed, the state safety inspectors compose a collegewide deficiency report to present to the FCSRMC. Environmental Safety and Fire then works to correct any deficiencies noted.

In addition, each year the cities of <u>Coconut Creek, Davie, and Pembroke Pines</u> send local safety inspectors to conduct a safety inspection at each campus within their jurisdiction. These local safety inspectors also compose a deficiency report for each building they inspect and present this report to Environmental Safety and Fire to correct.

#### **Environmental Safety and Fire**

Robert Probel - Senior Director Environmental Safety and Chief Fire Official

# FY2024-2025 Facilities Department SACSCOC Institutional Effectiveness Goals ADA Compliance, Projects, and Educational/Sensitivity Training

- 1. <u>GOAL</u>: Address a minimum of 267 ADA Compliance Deficiencies from the Broward College ADA Compliance Survey. <u>ACTUAL</u>: The Facilities Department has currently addressed 285 ADA Compliance Deficiencies.
- 2. <u>GOAL</u>: Spend a minimum of \$300K on ADA related construction projects collegewide.

  <u>ACTUAL</u>: The Facilities Department has spent \$2 Million on ADA related projects collegewide. The majority of this funding was received from the Deferred Maintenance appropriation from the Federal Government.
- 3. <u>GOAL</u>: Provide educational/sensitivity training to at least 27 Craftspeople on ADA codes and standards.

  <u>ACTUAL</u>: The Facilities Department has currently provided educational/sensitivity training to 12 Craftspeople with 12 more Craftspeople scheduled in April and 12 more Craftspeople scheduled in May.



Associate Vice President Collegewide Maintenance



















#### **Facilities Maintenance Responsibilities**

Marcus Wilson - Associate Vice President

#### **Leads and Supervises the Operations and Management:**

- Mechanical and Electrical
- Energy Conservation/Management
- Plumbing
- Custodial
- Painting
- Fleet
- Building repairs and minor renovations
- Locksmith/Access Control
- Landscape/Grounds
- Deferred maintenance

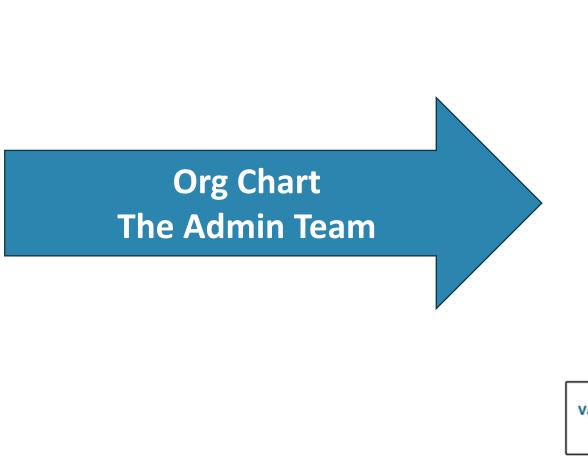
Contact: 954.201.6974

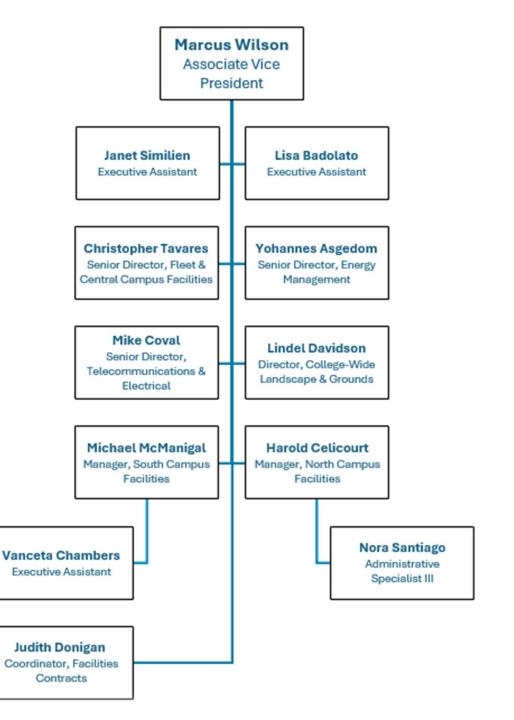




#### **Facilities Maintenance Organizational**

Marcus Wilson - Associate Vice President





#### **Facilities Maintenance Electrical Services**

Marcus Wilson - Associate Vice President

#### Mike Coval

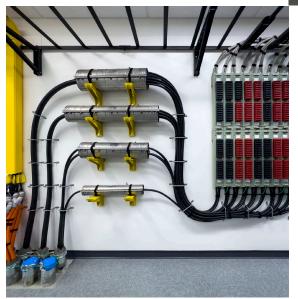
Senior Director, Telecommunications/Electrical Systems

#### **Provides leadership and oversight for:**

- Telecommunications
- Electrical:
  - ...light/power
  - ...emergency electrical/electronic building systems
- Planning, designing, and implementing system installations, upgrades, repairs, and modifications

■ Contact: 954.201.6820





#### **Facilities Maintenance Energy Management Systems**

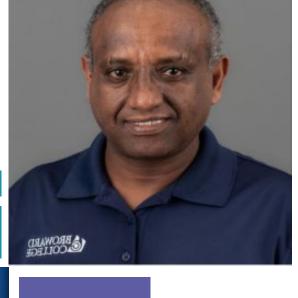
Marcus Wilson - Associate Vice President

#### **Yohannes Asgedom**

Senior Director, Energy Management Systems

#### **Provides leadership and oversight for:**

- Energy Management
- Planning, organizing, and managing repairs/maintenance for the College's heating, ventilation, and air conditioning systems
- Construction and design related mechanical review
- Project design and development of consistent mechanical standards/procedures
- Contact: 954.201.6819





#### **Facilities Maintenance Collegewide Landscape & Grounds**

Marcus Wilson - Associate Vice President

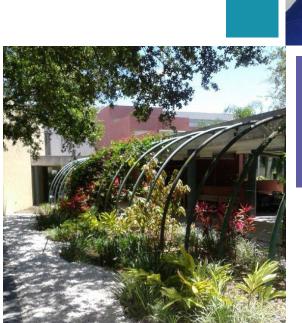
#### **Lindel Davidson**

Director, Collegewide Landscape & Grounds Maintenance

#### **Provides leadership and oversight for:**

- Landscape and grounds maintenance activities for the campuses and satellite locations
- Development of policies, procedures, goals, and standards for Collegewide landscaping and ground maintenance
- Landscape Pest control/management collegewide

■ Contact: 954.201.8330





#### **Facilities Maintenance Campus Managers**

Marcus Wilson - Associate Vice President

#### Provides leadership and oversight for:

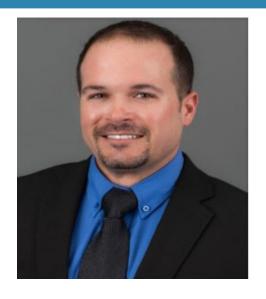
- Management and coordination of <u>all</u> facilities related functions
- Management of satellite locations assigned to each campus



Michael McManigal
Facilities Manager
954.201.8924
South Campus



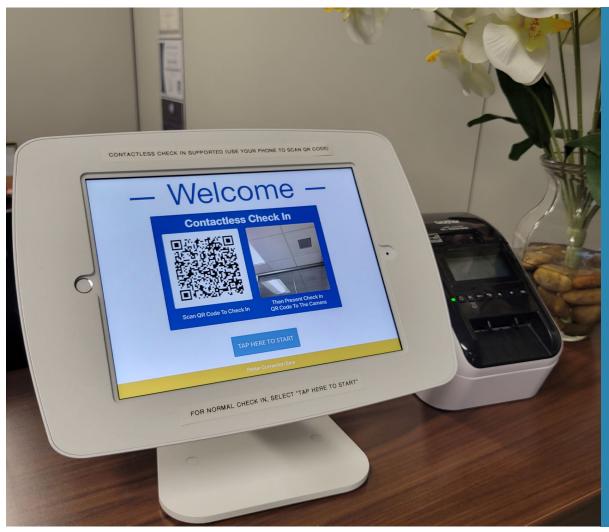
Harold Celicourt
Facilities Manager
954.201.2399
North Campus



Christopher Tavares
Facilities & Fleet Manager
954.201.6824
Central Campus

#### **Facilities Maintenance Check-in Procedure**

Marcus Wilson - Associate Vice President



# BC Contractor & Vendor Check-In Procedure Access to Worksite

- Upon arrival, vendor shall check-in at the Facilities Building on each campus:
  - Central Campus: Bldg. 23
  - North Campus: Bldg. 42
  - South Campus: Bldg. 64
  - Campus Safety office in the main lobby for center locations
- Return to Facilities and/or Safety to sign out

#### **Additional Notes**

- No borrowing College tools or equipment
- Maintain the job site, including the landscape within staging areas

#### **Facilities Maintenance**

Marcus Wilson - Associate Vice President

## Important Contact Numbers

- Central Facilities Main Office: 954.201.4525
- North Facilities Main Office: 954.201.2220
- South Facilities Main Office: 954.201.8262
- Campus Safety 954.201.HELP (4357)

