

FACILITIES MANAGEMENT

BROWARD COLLEGESM

Facilities 101 Architect/Engineer Introduction, Contract, Procedures, Proposal, Software & Training

September 18th, 2025

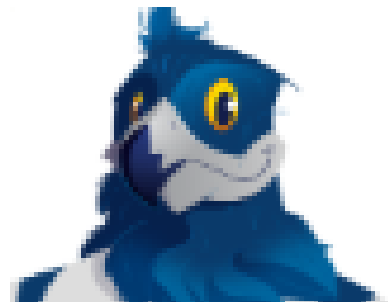
HOUSEKEEPING

Break at 10:00 A.M. - Light breakfast provided by VIA Design, Thank You Ana Paula

Restrooms and water fountains located by the Elevators

Cell phone on silent





Sammy Seahawk

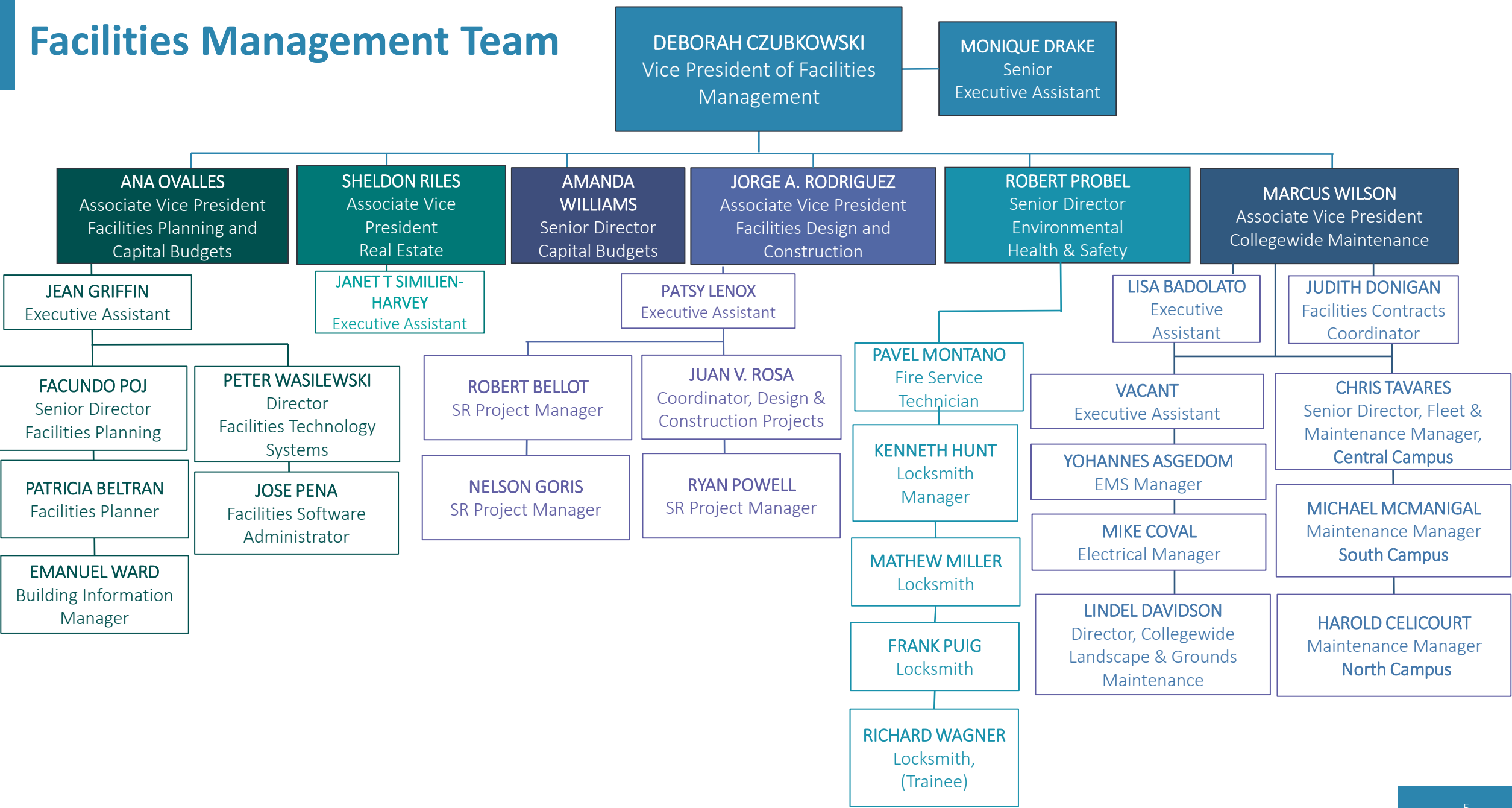
AGENDA:

- **Facilities Organizational Chart, Introduction to BC Departments and Personnel**
- **Planning Personnel Functions and Interactions**
- **Financial Personnel Functions and Interactions**
- **Maintenance Personnel Functions and Subject Matter Experts**
- **Campus and Locations**
- **FY 25/26 New Projects & Project Number Key**
- **Project Cradle to Grave Process and Functions**
- **Standard Procedure for Design Proposals**
- **FDOE OEF FORMS & Contingent Employee Id's**
- **CAP Government Contact and Submittals**
- **Expectations**
- **Approved Term Sole Source Vendors**
- **Invoicing Procedures \$\$\$'s**
- **Lesson Learned and Closing Items for Discussion**
- **Question and Answers**



Facilities Organizational Chart, Introduction to BC Departments and Personnel

Facilities Management Team





Planning Personnel Functions and Interactions

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:
[Guidelines for Land Surveys](#) (2014)
[Addendum](#) (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

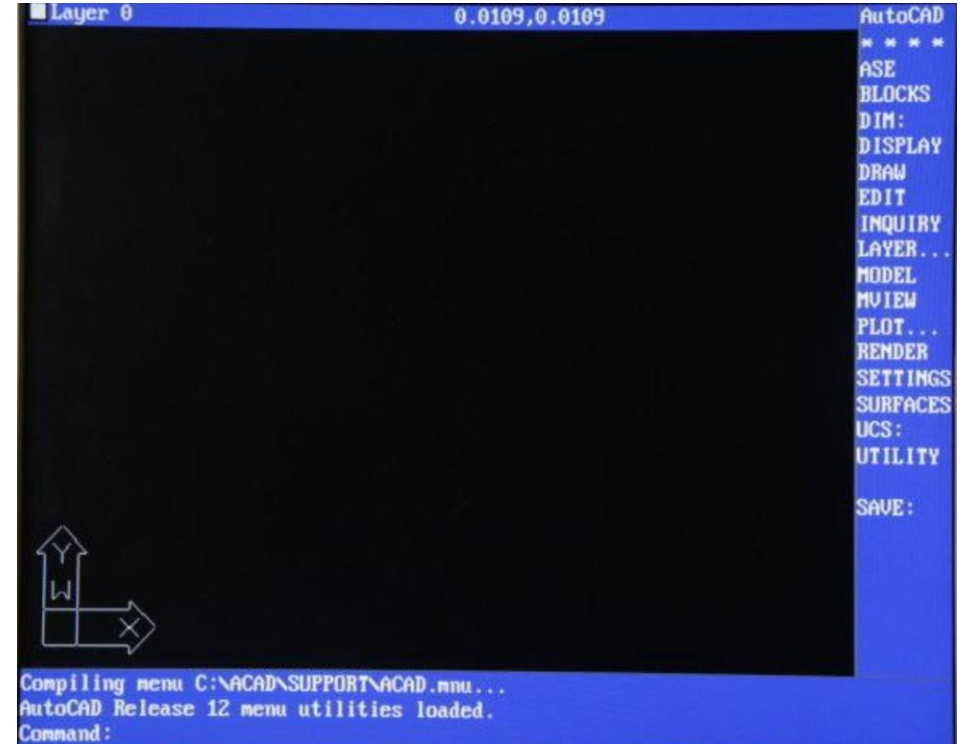
Engenuity Group, Inc.
South Campus

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



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

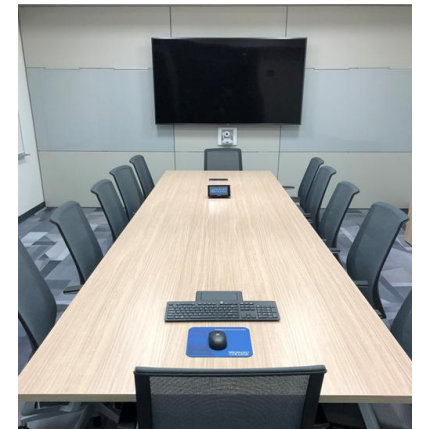
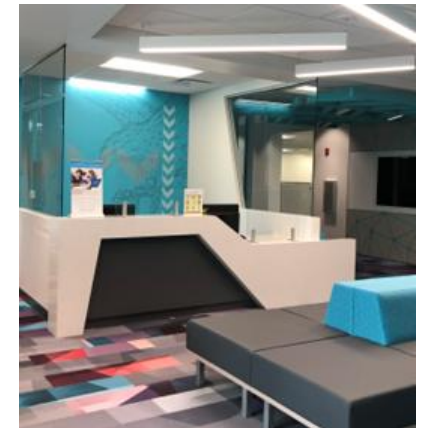
Coordinate power/data with engineering (MEP) and AV team

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

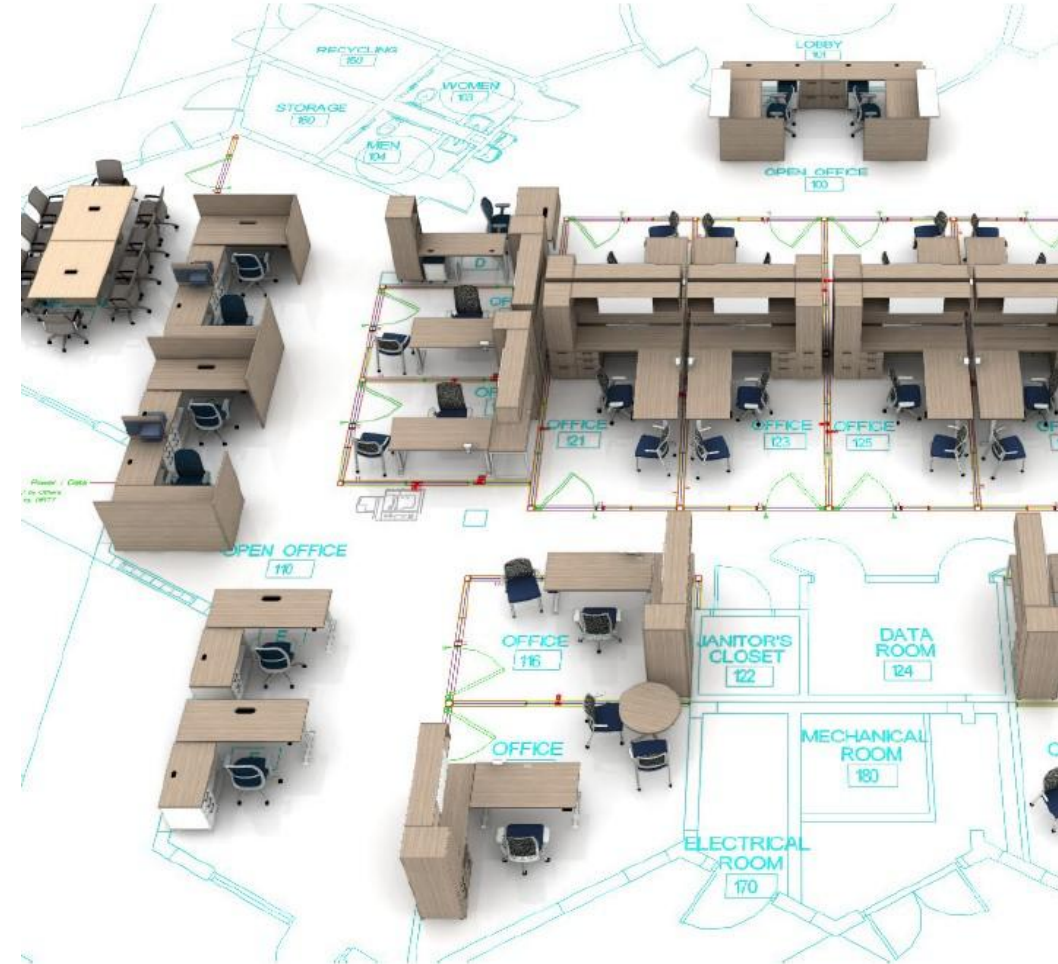
Patricia Beltran – Facilities Planner

FF&E Coordination

Electrical & AV Installation for furniture

FF&E Selection/ Finishes/ Layout

- Internal approval BC resources.
- Equipment layout based on approved equipment list.
 - 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.



Building Information

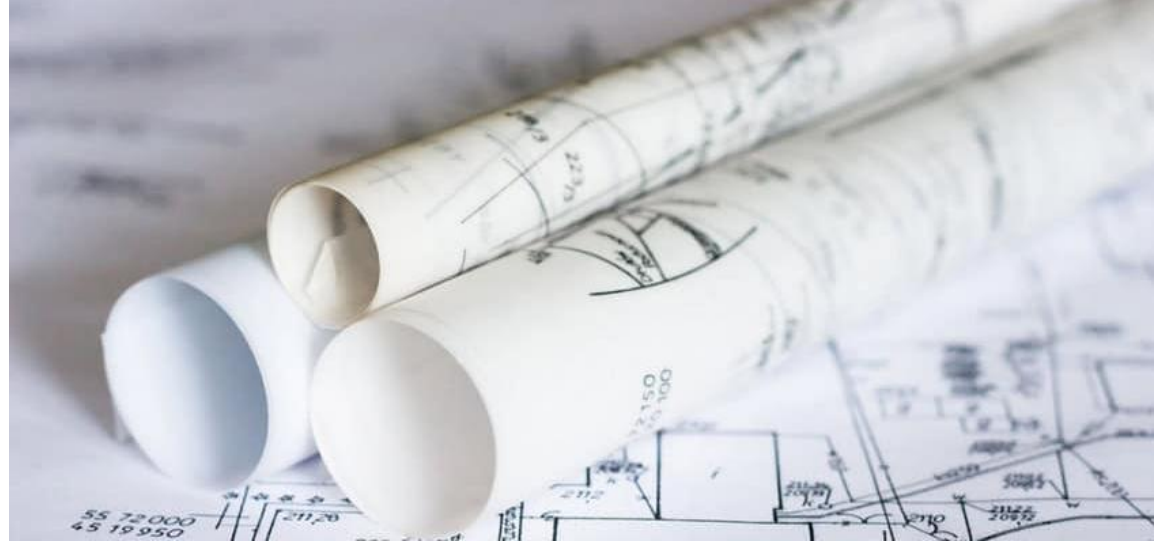
Emanuel Ward – Building Information Manager

Building Documents Archive

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

Non-Disclosure Agreement

- Sensitive Documents
- Broward College NDAs
- Sharing Documents with Third Parties
 - 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

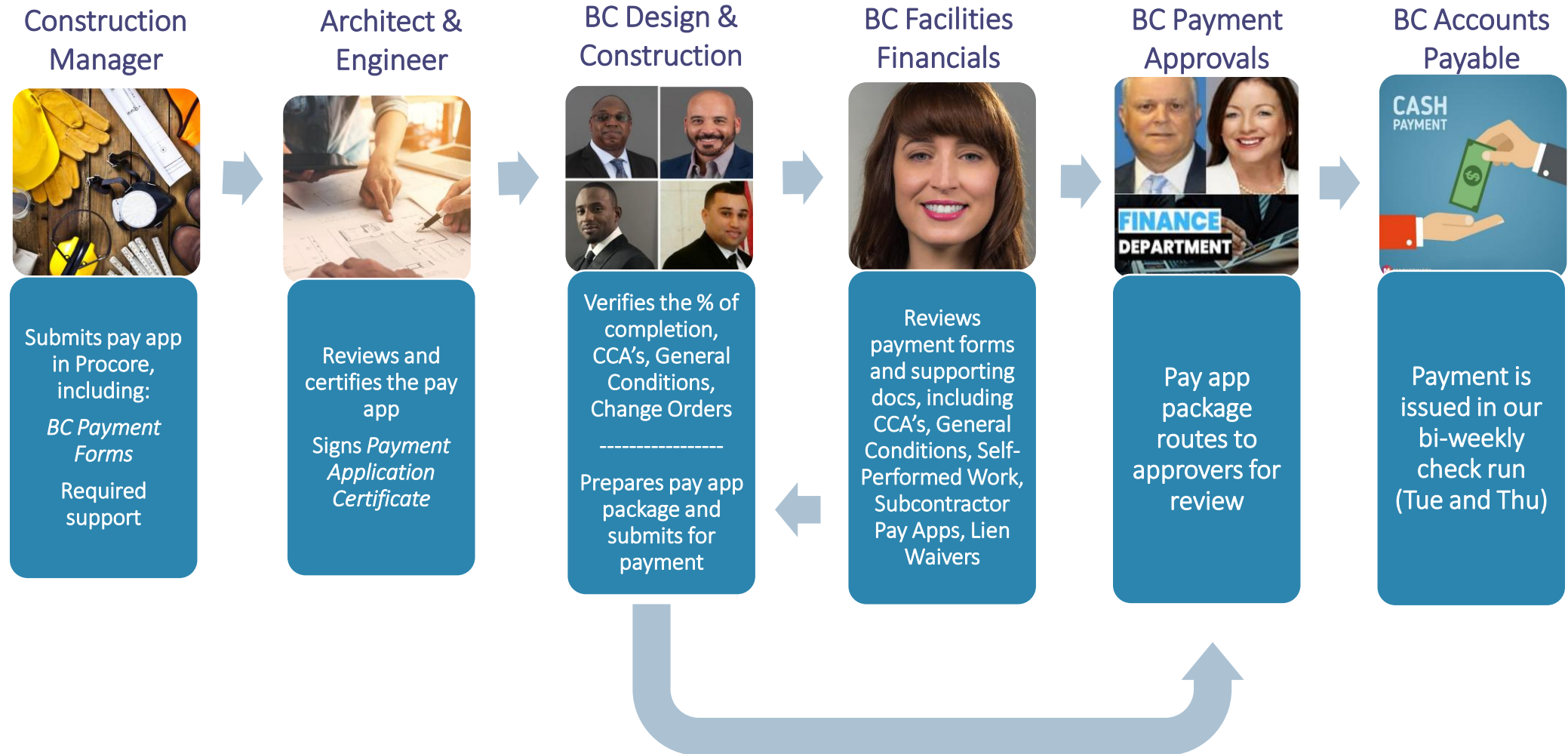
CLOSE OUT DOCUMENTS REQUIREMENTS			
	DIGITAL		HARD COPY
ITEM	CAD FILE	PDF FILE	PAPER
AS-BUILT SET	YES	YES	YES, 1 COPY @ 24X36
SURVEY	YES	YES	NO
O&M MANUALS (FULL VERSIONS)	N/A	YES	NO
WARRANTIES	N/A	YES	NO
LEGALS (PERMITS, COs, ETC)	N/A	YES	NO
CONTACT LIST	N/A	YES	NO
SUBMITTALS	N/A	YES	NO



Financial Personnel Functions and Interactions

Construction Phase – Process for Progress Payments (“Pay Apps”)

Amanda Williams – Senior Director

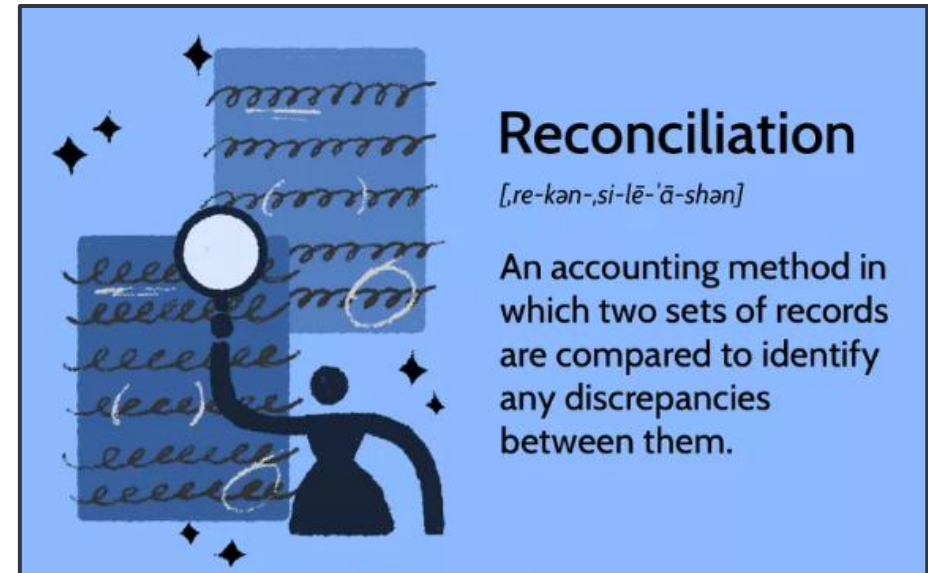


Payment Application Forms

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



Reconciliation

[,re-kən-,si-lē-'ā-shən]

An accounting method in which two sets of records are compared to identify any discrepancies between them.

Contingency Change Authorization vs. Change Order

Amanda Williams – Senior Director

BROWARD COLLEGE		FACILITIES MANAGEMENT Contingency Change Authorization (CCA)	
PROJECT INFORMATION			
Project Name:	Central Campus Building Improvements		
Purchase Order Number:	PO-012345		
BC Project Number:	1000-C25-01.0		
CCA Number:	01		
Date:	15-Dec-2024		
CONTRACTOR INFORMATION			
Company Name:	AAA Construction		
Address:	123 Main St. Davie, FL 33314		
CCA DESCRIPTION			
Contingency Description:	CCA #01 - Relocate pipe in conflict with the new entrance.		
Amount:	Deducted	(\$3,000.00)	
CCA INFORMATION			
Original Contingency Amount:		\$50,000.00	
Net Change from Previous Contingency Uses:		\$0.00	
Balance Prior to Contingency (Deduction/Addition):		\$50,000.00	
New Contingency Adjustment Amount:		(\$3,000.00)	
Contingency Balance:		\$47,000.00	
Additional days per scope of work:		1	
APPROVALS			
Submitted	Reviewed	Reviewed/Approved	
Signature: <u>John Doe</u>	Signature: <u>Jane Doe</u>	Signature: <u>Leo DiCaprio</u>	
Date: <u>12/5/2024</u>	Date: <u>12/6/2024</u>	Date: <u>12/7/2024</u>	
Construction Manager Signee Name, Signee Title CM Company Name	Architect / Engineer Architect/Engineer Name, Title Architect/Engineer Company Name	Owner BC Senior Project Manager Broward College	

Contingency
Change
Authorization
- PO value
does not
change

Change Order
- PO value
will change

BROWARD COLLEGE		FACILITIES MANAGEMENT Change Order Request (COR)	
PROJECT INFORMATION			
Project Name:	Central Campus Building Improvements		
Purchase Order Number:	PO-012345		
BC Project Number:	1000-C25-01.0		
Change Order Request Number:	01		
Date:	1-Jan-2025		
CONTRACTOR INFORMATION			
Company/Vendor Name:	AAA Construction		
Address:	123 Main St. Davie, FL 33314		
CHANGE ORDER DESCRIPTION			
Reason for Change:	This change order is to cover the additional services requested by Broward College to provide roof 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 1, 2025.		
Amount:	Additional	\$55,000.00	
CHANGE ORDER INFORMATION			
Original Purchase Order Amount:			\$565,218.19
	Change Amount:	\$55,000.00	
	New Purchase Order:	\$620,218.19	
			Contract time will be increased by this amount of days : 0
APPROVALS			
Submitted	Reviewed	Reviewed/Approved	
Signature: <u>John Doe</u>	Signature: <u>Jane Doe</u>	Signature: <u>Leo DiCaprio</u>	
Date: <u>1/1/2025</u>	Date: <u>1/2/2025</u>	Date: <u>1/4/2025</u>	
Construction Manager Signee Name, Signee Title CM Company Name	Architect / Engineer Architect/Engineer Name, Title Architect/Engineer Company Name	Owner BC Senior Project Manager Broward College	



Maintenance Personnel Functions and Subject Matter Experts

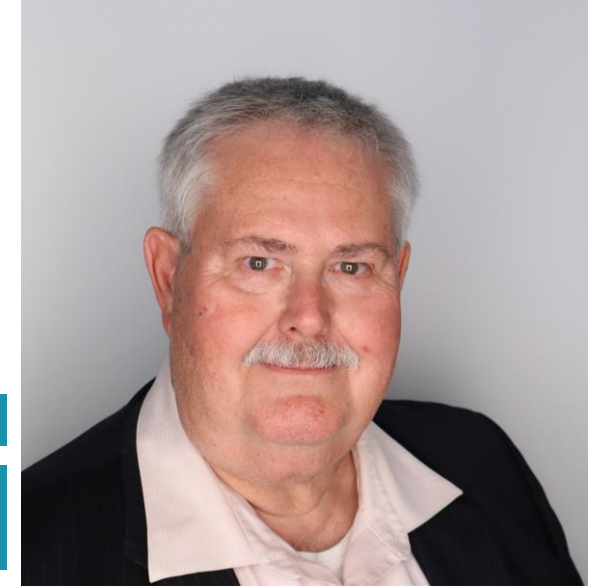
Facilities Maintenance Responsibilities

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

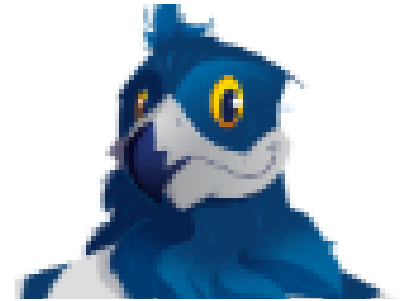
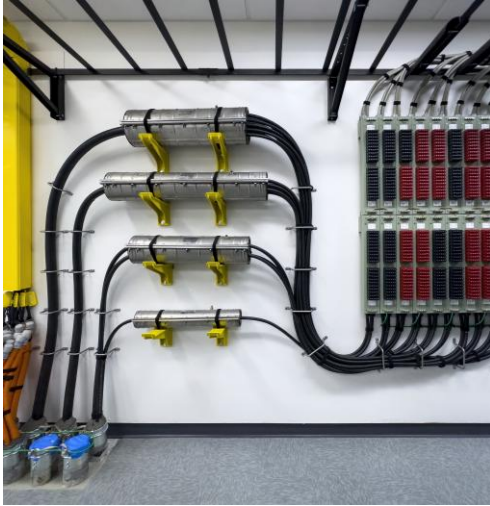
Contact: 954.201.6974



Subject Matter Experts - Facilities Maintenance Electrical Services

Mike Coval - mcoval@broward.edu - 954.201.6820

Senior Director, Plumbing/ Telecommunications/Electrical Systems



Sammy Seahawk

Yohannes Asgedom - yasgedom@broward.edu - 954.201.6819

Senior Director, HVAC and Energy Management Systems



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:

- | | |
|--|--|
| <ul style="list-style-type: none">• Fire Alarm Control Panels (FACPs)• Initiating and Notifying Devices (e.g., Smoke Detectors, Pull Stations, Horn Strobes, and Sirens)• Sprinkler Systems• Fire Pumps | <ul style="list-style-type: none">• 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.

Facilities Maintenance Campus Managers

Provides leadership and oversight for:

- Management and coordination of all 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 Design and Construction

The Team



Jorge A. Rodriguez

AVP, Facilities Design and Construction

Email: jrodri11@broward.edu

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Patsy Lenox

Executive Assistant

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Office Phone: (954) 201-6814



Robert Bellot

Senior Construction Project Manager

Email: rbellot@broward.edu

Office Phone: (954) 201-8706



Ryan Powell

Senior Construction Project Manager

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Office Phone: (954) 201-2658



Nelson Goris

Senior Construction Project Manager

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Office Phone: (954) 201-2550



Juan V. Rosa

Coordinator Design & Construction Projects

Email: jrosa2@broward.edu

Office Phone: (954) 201-4977



Campus and Locations

Real Estate Locations

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

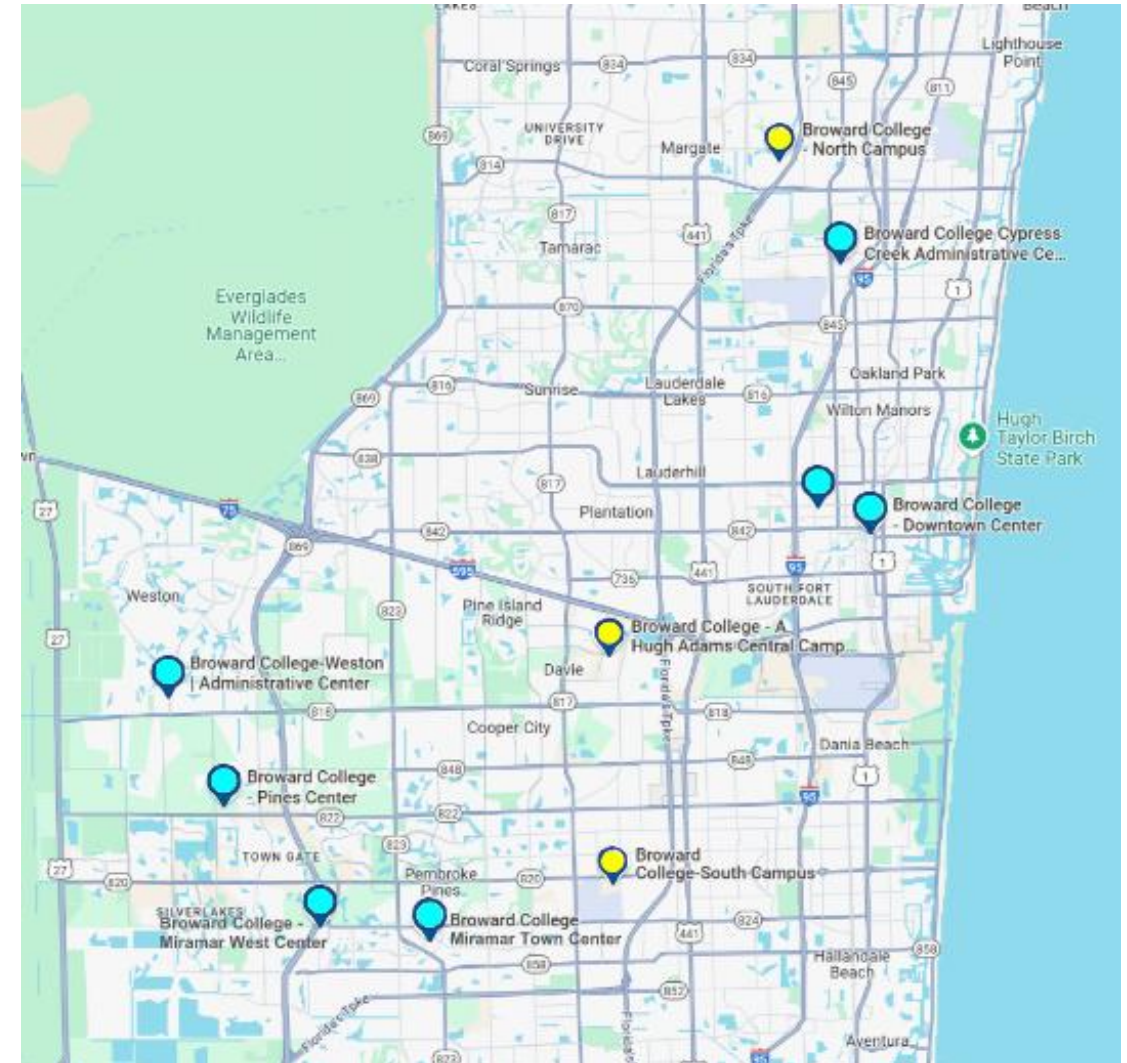
Real estate portfolio includes the following:

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





FY 25/26

New Projects & Project Number Key

Broward College's CIP Plan – BOT meeting 6/24/2025, FY 25-26 Budget

Site	Bldg.#	Project No.	Budget Allocated
10	8	1008-C25-03.0 B-1008 SIM Medical Imaging Room 314 Renovation	\$500,000
10	7/17	OP-26-010.03 B-17 DD Exterior Courtyard Improvements	\$240,000
10	10	OP-26-010.01 B-10 Recreational/Intramural Room Improvements	\$910,000
10	19	OP-26-010.02 B-19 Student Lounge Improvements	\$360,000
10	23	1023-C25-01.0 B-23 1st Floor Office Renovation	\$400,000
20	46	OP-26-020.01 B-46 Student Lounge Improvements	\$120,000
20	46	OP-26-020.02 B-46 Veterans Lounge Improvements	\$50,000
20	46/47	2000-C25-01.0 B-46 & B-47 Exterior Walkway Lighting Upgrades	\$400,000
20	49/52	OP-26-020.03 B-49 Exterior Gathering Space Upgrades	\$360,000
20	62	2062-C25-01.0 B-62 AI Makerspace and Gallery	\$500,000
20	-	OP-26-020.04 NC Outdoor Basketball Courts Improvements	\$360,000
20/30	-	0000-C25-06.0 NC and SC Parking Lot LED Lighting Improvements	\$750,000
30	68	OP-26-030.01 B-68 Exterior Gathering Space Upgrades	\$400,000
30	68	OP-26-030.02 B-68 Veterans Lounge Improvements	\$50,000
30	70	3070-C25-01.0 B-70 2nd Floor Remodel - Phase I	\$2,000,000
30	71	3071-C25-03.0 B-71 Restrooms Renovation	\$500,000
31	3101	3101-C25-01.0 Miramar West Concrete Spalding Remediation	\$400,000
		Total New Projects, FY 2025-26	\$8,300,000

Project Numbering System – Used for Invoicing and Proposals

The Planning & Budget team along with our Director of Capital Budgets set up the project in **Procore** 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	Building Number	"C" Construction "M" Maintenance "P" Planning "R" Real Estate "E" Health & Environmental Safety	Fiscal Year Project was initiated I.E FY 25/26	Project assigned this year in that building.	Sub-project
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					



Project Cradle to Grave Process and Functions

PROJECT FUNCTIONS PER PHASE OVERVIEW



Once a project is assigned, the PM will organize follow up meetings with planning and the Architect/Engineer to establish scope, budget and schedule

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 Pre-construction 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



ASSIGNMENT OF PROJECTS

Process, Procedure & Responsibilities of Capital Projects

- This SOP applies to all **Project** Managers (PMs), Planning, and Architect/Engineer (A/E) teams engaged in capital projects, renovations, or major facility work.
- Responsibilities;
 - Project Manager (PM): Leads coordination meetings, defines scope, develops project budget and schedule.
 - Planning: Provides institutional priorities, space programming, and planning data.
 - Architect/Engineer (A/E): Assists with scope definition, cost estimating, and preliminary schedule input.
- Procedure
 - 1. Once a project is assigned by AVP of Design & Construction, the PM will organize follow-up meetings with Planning and the A/E to establish scope and budget.
 - 2. PM will work with Planning and A/E to confirm scope aligns with institutional needs.
 - 3. PM will develop a preliminary budget based on scope and cost input from A/E.
 - 4. PM will establish a preliminary project schedule including milestones for design, procurement, construction, and closeout.
 - 5. Documentation of the scope, budget, and schedule will be distributed to stakeholders for review and approval.



Standard Procedure for Design Proposals

SAMPLE OF PROPOSAL FROM ARCHITECT

AGREEMENT FOR PROFESSIONAL SERVICES

September 30, 2024
September 23, 2024

Broward College
3501 Davie Road, Building 23
Davie, FL 33314
Attn: Robert Bellot
Senior Project Manager
VIA EMAIL: rbellot@broward.edu

RE: **BC 2042-C23-01.0 NC Chiller Plant Structural Upgrade - Phase II**
Located at 1000 Coconut Creek Blvd., Coconut Creek, FL 33066
RFQ-2021-084-ZR | SMA #P24197R1

Dear Mr. Bellot:

Thank you for considering [REDACTED] as your trusted advisor for this project. We are pleased to submit the following proposal for professional design services for the Chiller Plant Structural Upgrade – Phase II at the North Campus.

I. SCOPE OF WORK:

1. Provide structural repairs to the existing cooling tower building, enclose the building and convert it to storage use.
 - a. Provide concrete structural repairs (spalls and cracks) to the interior of the cooling tower building.
 - b. Remove the existing louvers and infill with CMU.
 - c. Two existing louver openings to be utilized for overhead manual roll up doors at locations to be determined. Saw cut sill to be flush with interior slab.
 - d. Provide concrete or asphalt driveway from the fence to the newly installed doors.
 - e. Remove existing 10 pillars at exterior to 3" below grade (or more in order to accommodate thickness of new driveway).
 - f. Add interior lights in each bay (Cell 1/2 and Cell 3).
 - g. Add convenience outlets – 1 in each bay (Cell 1/2 and Cell 3).
 - h. Add fire alarm detectors as required per code.
 - i. Cut interior concrete between Cell 1 and 2 for interior access between cells. 4 ft minimum.
 - j. Repair spalling at old louver infill at south wall (or replace infill).

2. Design services include the following:

Thoughtful architecture
AR0009976

- a. Architectural services as related to the scope of work and outlined in this proposal.
- b. Structural engineering services as related to the scope of work and outlined in this proposal.
- c. Electrical engineering services as related to the scope of work and outlined in this proposal.
- d. Civil engineering services as related to the scope of work and outlined in this proposal.

SAMPLE OF PROPOSAL FROM ARCHITECT

Deliverables:

1. Schematic Design/ Field Assessment
(1) Site visit to document existing conditions. Provide schematic floor plan layout and structural report of findings and recommendations.
2. Construction Documents (30%, 60%, 90% and 100%)
Construction drawings to include architectural, structural, electrical and civil as necessary for building permit.
 - a. Provide a 30%, 60%, 90% and 100% CD set for client review and conduct a virtual review meeting with the client and consultants for each submission.
 - b. Submit drawings to CAP for review at each phase. Incorporate corrections into the next drawing phase and provide responses.
3. Permit
Upon completion of the 100% CD set, submit drawings to CAP for final review and permit approval.
 - a. Provide electronically Signed/Sealed drawings for 100% permit set.
 - b. Respond to Building Department comments.
4. Bidding
Respond to any sub-contractor RFIs and issue addendum as needed.
5. Construction Administration
 - a. Attend bi-weekly OAC meetings for the duration of original construction schedule as established by the Construction Contract, not to exceed a construction duration of 16 weeks. Every other meeting attendance shall be on-site for a total of 4 virtual and 4 on-site.
 - b. Provide clarification and response to RFIs.
 - c. Review and process of shop drawings.
 - d. Review monthly contractor pay applications.
 - e. Substantial Completion and punch list observation with the A/E team, GC and Broward College.

II. ASSUMPTIONS:

1. LEED administration or LEED design services are excluded.
2. Owner shall provide the as-built plans and existing floor plans in CAD.
3. Owner shall provide a topographic survey with spot elevations for the area of the proposed new driveway.

III. FEES:

Basic Services/ A/E Fee Breakdown/Deliverables:	Fee
1. Schematic	5.00%
2. 30% Construction Documents	12.50%
3. 60% Construction Documents	12.50%
4. 90% Construction Documents	12.50%
5. 100% Construction Documents	12.50%
6. Permit	2.00%
7. Bidding/Award	2.00%
8. Construction Administration	35.00%
9. Punch List/ Close Out	5.00%
10. Warranty	1.00%
TOTAL	100.00%

SAMPLE OF PROPOSAL FROM ARCHITECT

Discipline:	Consultant
Structural	Johnson Structural Group
MEP	SGM Engineering
Civil	Holland Engineering

IV. PROPOSED SCHEDULE*:

Schematic Design	4 weeks
30% Construction Documents	4 weeks
60% Construction Documents	4 weeks
90% Construction Documents	4 weeks
100% Construction Documents	2 weeks
Permitting	4 weeks
Bidding	4 weeks
Construction Administration	16 weeks

*The total calendar days described above does not include Client, Government Officials, Agencies' review time.

Preliminary Project Schedule (Typical Durations)

Design Phase: 180 calendar days

Bidding, Vetting, Negotiations, and Award (PO): 120 calendar days

Construction Duration: Dependent on:

Scale of project scope

Phasing requirements

Availability of swing space, speaking with Dean and Master Scheduler

Typically, every deliverable needs to add 14 Calendar days for BC Personnel to review

Once the PO has been issued BC PM will provide actual deliverable dates using the agreed upon schedule in the proposal to track milestones

ARCHITECT FEE CALCULATION

Fee Guide Calculator For AE Services

[Fee Guide Calculator For AE Services / Architect-Engineer Fee Guidelines / Forms and Documents / Bureau of Building Construction / Real Estate Development and Management / Business Operations - Florida Department of Management Services](#)

Instructions: Fill in probable construction cost at left and the calculations will automatically appear in the corresponding cells.

Architect-Engineer Fee Guidelines

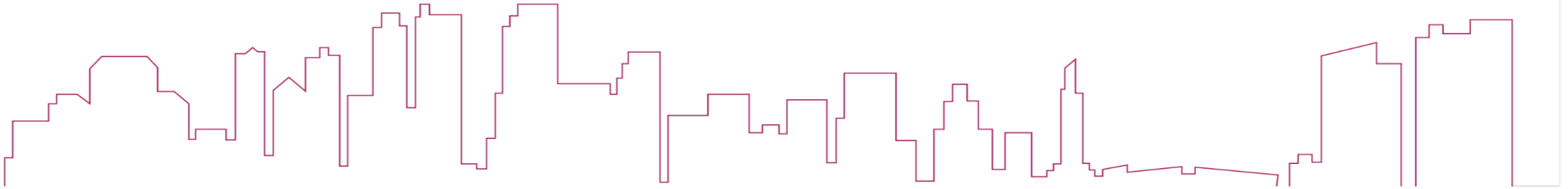
**Fee Guide Calculator
For AE Services**

Please ensure your proposals are accurate and consistent, as all submissions will be cross-checked against the State website. Any discrepancies may affect consideration of your proposal. We appreciate your attention to detail in this process.



VIA Design Studio

We harness the **power of Design**



Special Thanks to our sponsors
Ana Paula from VIA Design

for providing the light breakfast for this event.





FDOE OEF Forms & Contingent Employee Id's

State Required Documentation - OEF Forms & Contingent Worker ID required for entering information in should use “Chrome” not Edge” as the browser



HOME FLORIDA COLLEGES PROJECT TRACKING REPORTS

Educational Facilities Information System

PROJECT TRACKING - VIEW PROJECTS

Organization Type	COMMUNITY COLLEGE NAME	Organization	2 - BROWARD COLLEGE
Project Number	School/Campus Name(S)	Status	Description
Select 2046-1	South Campus	REVIEW LETTER SENT	Rem: Learning Resource, Nursing, and English Department
Select 2182-1	Building 8 - SIM Center	ALL MANDATORIES AND PROVISOs SATISFIED	Add: Simulation Center (Building 8)
Select 2279-1	A. Hugh Adams Central Campus	REVIEW LETTER SENT	Security Offices
Select 2310-1	Southwest Center	REVIEW LETTER SENT	Southwest Center
Select 2386-1	Central, Central	REVIEW LETTER SENT	Conversion of existing shell structure to new classroom building
Select 2411-1	Broward College Central Campus,	REVIEW LETTER SENT	Bailey Concert Hall - Renovation Phase I
Select 2549-1	Broward College	SAVED PROJECT	BC South Campus Science Building and Chiller Plant
Select 2550-1	South Campus	PROJECT SUBMITTED	Science Building South Campus

HOME FLORIDA COLLEGES PROJECT TRACKING REPORTS

HOME FLORIDA COLLEGES PROJECT TRACKING REPORTS

Educational Facilities Information System

PROJECT TRACKING - CREATE NEW PROJECT

Current Project: BROWARD COLLEGE - 4492-1

LETTER OF TRANSMITTAL

Organization Type	COMMUNITY COLLEGE NAME	Project Description	Central Campus, B-10, 2ND Floor Remodel
Organization	2 - BROWARD COLLEGE	Legacy Project Number	(If Applicable)
Phase	Phase III (Final)	Plan Review Entity	☒ Department of Education ☐ Other
Code	Name	School Or Campus Code	School Or Campus Name
ADD SCHOOL OR CAMPUS CODE		10	Central Campus
☐ New Plant ☒ Remodeling ☐ Addition ☐ Renovation ☐ Other		1010-C20-01-0	

The submittal includes documents for construction that (☒ exceeds ☐ is less than) \$300,000 in construction cost, for the above-referenced facility. The information required by s. 1013, FS; SBE Rule 6A-2.0010, FAC; and SREF for the review of this project is provided as follows:

1. Submittal includes

208 - Letter Of Transmittal

110B - Certificate Of Occupancy

209 - Certificate Of Final Inspection

2. ☐ Reuse of construction documents SREF 4.3(2).

Select reuse project (if applicable)

3. Scheduled bid date when known 01/10/2022

Scheduled completion date 01/14/2023

4. Type of facility and brief description of project

THE SCOPE OF WORK CONSISTS OF THE INTERIOR REMODEL WITHIN THE EXISTING BROWARD COLLEGE (BC), BUILDING 10, FIRST AND SECOND FLOOR, LOCATED AT 2912 COLLEGE AVE, DAVIE, FL 33314.

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
- OEF 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 EFIS.

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>

State Required Documentation – OEF Forms & Contingent Worker ID required for entering information in should use “Chrome” not Edge” as the browser



FLORIDA DEPARTMENT OF
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fldoe.org

4-jrodri11@broward.edu

HOME FIVE YEAR SURVEY FLORIDA COLLEGES PROJECT TRACKING REPORTS

Educational Facilities Information System

Announcements

FTEs

Upcoming, this week

PLEASE CHECK ANY

[PPLs in progress](#)

LINKS

[Educational Facilities](#)
[SREF & The Florida Building Code](#)
[Fixed Capital Outlay](#)
[Public Schools/Districts](#)
[References & Special Programs](#)
[International Code Council](#)
[Capital Outlay FTE \(COFTE\)](#)

SURVEY

Please be aware of expiration dates
[SURVEY 3 - 1 ----- 06/30/2030](#)

COLLEGES INVENTORY

Click here to read messages

FREQUENTLY USED FORMS

[FCO 564 Public School Cost of Construction](#)
[FCO 564 Public School Cost of Construction instruction](#)

portal.fldoesso.org/PORTAL/Application/Application-Access-Modern.aspx



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EDUCATION
fldoe.org

Log Out Menu

HOME ABOUT TUTORIALS SUPPORT

Home

MENU

My Resources

Announcements

MANAGE ACCOUNT

Change/Reset Password

Security Questions

Welcome Jorge Rodriguez

The resources below are available for your use based on your role and permissions. To access the resource, click the tile below:



EFIS



Sign On



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

Password Registration: Register Your Answers

You must answer at least 2 questions to register.

Each answer must contain at least four characters, and no two answers may be the same.

What is your mother's maiden name?

What is the name of your first pet?

In what city were you born?

What is your favorite type of cookie?

as you provide are stored by your organization in Forefront Identity Manager.

Cancel

© 2012 Microsoft Corporation. All Rights Reserved. | About

State Required Documentation – OEF Forms & Contingent Worker ID required for entering information in should use “Chrome” not Edge” as the browser

efis.fldoe.org/ProjectTracking/ViewProjects#

4-jrodr11@broward.edu

HOMEFIVE YEAR SURVEYFLORIDA COLLEGESPROJECT TRACKINGREPORTS

Educational Facilities Information System

PROJECT TRACKING - VIEW PROJECTS

Organization Type	COMMUNITY COLLEGE NAME	Organization	2 - BROWARD COLLEGE
Project Number	School/Campus Name(S)	Status	Description
Select 2046-1	South Campus	REVIEW LETTER SENT	Rem: Learning Resource, Nursing, and English Department
Select 2182-1	Building B - SIM Center	ALL MANDATORIES AND PROVISOS SATISFIED	Add: Simulation Center (Building B)
Select 2278-1	A. Hugh Adams Central Campus	REVIEW LETTER SENT	Security Offices
Select 2310-1	Southwest Center	REVIEW LETTER SENT	Southwest Center
Select 2386-1	Central, Central	REVIEW LETTER SENT	Conversion of existing shell structure to new classroom building
Select 2411-1	Broward College Central Campus,	REVIEW LETTER SENT	Bailey Concert Hall - Renovation Phase I
Select 2549-1	Broward College	SAVED PROJECT	BC South Campus Science Building and Chiller Plant
Select 2550-1	South Campus	PROJECT SUBMITTED	Science Building South Campus
Select 2822-1		DELETED	
Select 2825-1		DELETED	Automotive Facility
Select 2826-1		DELETED	Building 98 Automotive/Marine
Select 2829-1	Broward College South Campus	PROJECT SUBMITTED	Building 98 Automotive Facility
Select 4125-1	Broward College North Campus	DELETED	Building 47 Interior and Exterior Renovation
Select 4178-1	Broward College North Campus	PROJECT SUBMITTED	Building 47 Interior and Exterior Renovation
Select 4195-1	North Campus	PROJECT SUBMITTED	Building 48 First Floor Interior Classroom Renovation
Select 4196-1	A. Hugh Adams Central Campus	PROJECT SUBMITTED	Building 17 Interior Renovation
Select 4249-1	A. Hugh Adams Central Campus	PROJECT SUBMITTED	B-09 Remodel Bio-Tech Lab as Classrooms
Select 4382-1	Broward College North Campus	PROJECT SUBMITTED	B-52 Classroom Renovations
Select 4461-1	South Campus	PROJECT SUBMITTED	Aviation Hangar Expansion
Select 4469-1	South Campus	PROJECT SUBMITTED	B-70 1st Floor Remodel
Select 4475-1	A. Hugh Adams Central Campus	PROJECT SUBMITTED	B-19 - Student Services Remodel
Select 4480-1	North Campus	SAVED PROJECT	B-46 - Student Services Remodel
Select 4490-1	South Campus	SAVED PROJECT	B-68 PCAT Addition
Select 4491-1	Broward College	DELETED	
Select 4492-1	Central Campus	PROJECT SUBMITTED	Central Campus, B-10, 2ND Floor Remodel
Select 4627-1	A. Hugh Adams Central Campus	PROJECT SUBMITTED	B-17 - Remodel 4th Floor Offices

PROJECT TRACKING - CC FORM 208A

Current Project: BROWARD COLLEGE - 4627-1

Facility Space Chart/Net and Gross SquareFootage

ARCHITECT/ENGINEER CERTIFICATION:

In my considered professional opinion as Project (Architect/Engineer) that the (☐ approximated ☐ actual), square footage I have listed below is, to the best of my knowledge, correct for this project as derived from the accompanying floor plans

Architect/Engineer Signature

Date

Firm

Address Line 1

Address Line 2

City

State

Zip Code

Phone

Ext

PROJECT TRACKING - PROJECT DETAILS

Current Project: BROWARD COLLEGE - 4627-1

Organization	EFIS Project Number	Project Status	Project Description
BROWARD COLLEGE	4627-1	PROJECT SUBMITTED	B-17 - Remodel 4th Floor Offices

Project Facilities:

School Or Campus Code	School Or Campus Name
02	A. Hugh Adams Central Campus

Project Documents:

☐ Show Historical Documents

	Phase	Sub Project	Document	Status	Submitted Date	Assigned Reviewer(S)
Select	Phase III (Final)	1	208 - Letter Of Transmittal	SUBMITTED	11/07/22 12:45:52 PM	
Select	Phase III (Final)	1	110A - Project Implementation Information	SUBMITTED	11/07/22 12:47:18 PM	
Select	Phase III (Final)	1	110B - Certificate Of Occupancy	SUBMITTED	11/07/22 12:48:55 PM	
Select	Phase III (Final)	1	208A - Facility Space Chart/Net And Gross Square Footage	DRAFT	11/07/22 12:45:52 PM	
Select	Phase III (Final)	1	209 - Certificate Of Final Inspection	SUBMITTED	11/07/22 12:51:40 PM	

ADD DOCUMENTASSIGN REVIEWER(S)VIEW/ASSIGN DOCUMENT LOCATIONUPDATE PROJECT STATUS



CAP Government Contact and Submittals

Electronic Plan Review – CAP Government Contact Information; Building Official, Operations Director & PM

Pedro J Martinez

Building Official

O 305.448.1711

C 786.366.0398

www.capfla.com | pmartinez@capfla.com

343 Almeria Avenue, Coral Gables, FL 33134

Carlos A. del Pino, PE
Senior Operations Director
O 305.448.1711 xt 715-3415
F 305.448.1712
C 954.931.2601

www.capfla.com | cdelpino@capfla.com

343 Almeria Avenue, Coral Gables, FL 33134

Maria “Juliana” Alvarez Arias

Civil Engineer - Project Manager

O 305.448.1711 **Ext.** 3452

D 786.656.0706

www.capfla.com | jalvarez@capfla.com

343 Almería Avenue, Coral Gables, FL, 33134

Electronic Plan Review – Documents shall be submitted at 90%; Unless BC PM request otherwise.



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

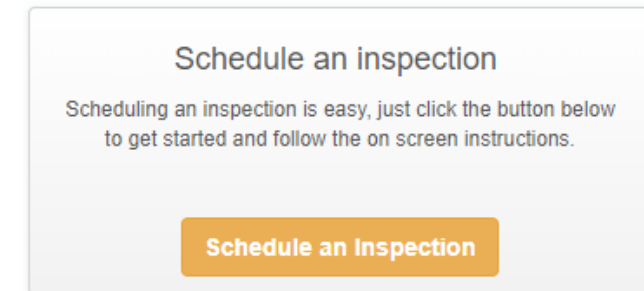
1. Click on this link to access the CAP Electronic Plan Review System:

- [CAP Government \(geocivix.com\)](http://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.

Electronic Plan Review – Typical email from CAP showing status of the submitted drawings.

3068-C23-02.0 North Campus B-68 ADA Ramp Water Remediation Project

MA

Maria ALVAREZ ARIAS<maria.alvarez-arias.ext@bureauveritas.com>
To: mfarlander@saltzmichelson.com; 🕒 Robert Bellot; ✅ Jorge Rodriguez
Cc: Marc LaFerrier <marc.laferrier@bureauveritas.com>; Carlos Del Pino <carlos.del-pino@bureauveritas.com>; Pedro MARTINEZ <pedro.martinez@bureauveritas.com>; + 1 other

😊 ↩ Reply ↩ Reply all ➡ Forward

📧 📧 📧 📧 ⋮

Wed 9/17/2025 1:47 PM

CAUTION: This email originated from outside of Broward College. DO NOT click links or open attachments unless you are expecting the information and recognize the sender.

Good afternoon,

This email is to inform the team that the drawings and comments for the 3068-C23-02.0 North Campus B-68 ADA Ramp Water Remediation Project (100% Submittal) project have been uploaded to Procore.

[\(See Below – For Saved to\)](#)

B-68 ADA Ramp Water Remediation > Building Code Official > Plan Review Comments

☐

Name

☐

2025-05-27 Drawings and Comments - 60% Submittal

☐

2025-06-23 Drawings and Comments - 90% Submittal



Expectations

Design and Construction Standards "BC-BIBLE"



1. 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

—————> Community/Public

3. DOING BUSINESS WITH BROWARD COLLEGE

[Facility Rentals](#)

[Facilities Management](#)

[Procurement Services](#)

[Supplier Relations and Diversity](#)

—————> Facilities Management

4. DESIGN AND CONSTRUCTION STANDARDS

[Land Surveys v. 2014](#)

[Land Surveys v.2014 - Addendum January 2020](#)

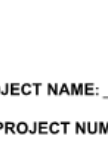
[Design and Construction Standards Rev.6.2018-09-14](#)

[Purchasing Bid Limits Rev.2020-11-18](#)

[Audiovisual Standards 2018 Rev.4.2018-04-23](#)

[Signage Standards Rev.1.2020-10-13](#)

Conformance Statement



**BROWARD
COLLEGE**

Conformance Statement

PROJECT NAME: _____

BC PROJECT NUMBER: _____

I do hereby certify that I am the Architect / Engineer of record for the above indicated project and I have reviewed the Broward College design and construction guidelines and have incorporated the requirements of those guidelines into the construction documents unless indicated otherwise below.

Architectural / Engineering Firm: _____

Architect / Engineer of Record: _____

Design Deliverable Description _____ **Submittal Date** _____

Guideline Section		I have complied:		
		Yes	No	Exception
Introduction				
Conformance Statement				
Table of Contents				
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			
Division 10	Specialties			
Division 11	Equipment			
Division 12	Furnishings			
Division 13	Not Used			
Division 14	Conveying Equipment			
Division 15 - 20	Not Used			
Division 21	Fire Suppression			
Division 22	Plumbing			
Division 23	Heat, Ventilation and Air Conditioning			
Division 24 - 25	Not Used			
Division 26	Electrical			
Division 27	Communications			
Division 28	Electronic, Safety and Security			
Division 29 - 30	Not Used			
Division 31	Earthwork			
Division 32	Exterior Improvements			

3

Revision #7 – 7/27/21

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

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.

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.

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 (Pencil Copy), CCA's and Change Orders with BC PM at OAC meeting. Target on Change Orders is 14 calendar days, a decision shall be made, reject, returned for insufficient documents, cost is not fair and reasonable

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

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
- Confirm existing conditions

60% Design Document

- Response letter to all previous review comments
- 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***

Project Management Software Responsibilities



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

Pre-Construction Meeting



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



Items for Discussion at the Pre-Construction Meeting:

Designated Staging Area

Construction Cores/Lock Replacement

Approved Hours of Operation

Other Relevant Project Information



Attendance:

Construction Manager (CM)

End User

Architect/Engineer

Building Official

BC PM

Any other supporting personnel



Pre-Con Meeting Minutes to be Recorded by:
Architect/Engineer



Architect/Engineer will be responsible for all meetings minutes

Procore Adding 30%,60%,90% & 100% Drawings

← → ↻ 🔍 app.procore.com/webclients/host/companies/3313/projects/2645... ☆ 📁 | 📄 ⌚ | 👤 Relaunch to update ⋮

Broward College Facilities Mg... 0000-C22-02.0 - B10 DM ... Project Tools Documents 🔍 Search Ctrl K ☆ Favorites Apps Select an App ? 🔔 JR

🔧 Documents

Search in this proj... 🔍 Add Filter ▾ ⬇️ ⓧ ⓘ ⋮ + New ▾ Insights

> 📁 Building Code Official

📁 Closeout Documents

> 📁 **Design Documents**

📁 Environmental Reports

📅 12 New Documents This Week

📄 Items You Are Tracking

🗑️ Recycle Bin

B10 DM Window Replacement > Design Documents

☐	Name	Created On / Latest Version
☐	📁 90% CD BC Reveiw	10/25/2023 at 09:45 ...
☐	📁 100% CDs	11/07/2023 at 03:14 PM
☐	📁 ASI #1	07/03/2024 at 09:08 ...
☐	📁 BLDG. D.... COMME...	07/03/2024 at 09:09 ...

Help

Terms of Service Privacy Policy POWERED BY PROCORE

Bidding ; A/E Continuing Contract

2.5 BIDDING PHASE AND AWARD OF CONSTRUCTION CONTRACT

The ARCHITECT/ENGINEER, following approval by the OWNER of the Construction Documents and the final estimate of probable Project construction cost, shall, at the OWNER's sole discretion, assist the OWNER and the Construction Manager by responding to questions, responding to requests for information, including attending pre-bid meetings, preparation of addenda, attending the opening of bids, attending vetting process of the bids with OWNER and Construction Manager to solidify scope, attending negotiations and recommending an award of the Construction Contract. If the project budget is exceeded, the ARCHITECT/ENGINEER will assist in the formulation and evaluation of value engineering options and proposals to reduce the Project cost



Closeout Process

CHECKLIST:



BROWARD [®] COLLEGE		FACILITIES MANAGEMENT Project Close Out Checklist	
PROJECT INFORMATION			
Project Description:	Central Campus IPS Hardening		
Purchase Order #:	PO-020250		
BC Project #:	1000-C99-01.0		
Contractor:	State Contracting Engineering Corp.	Temporary Certificate of Occupancy Date:	
Notice to Proceed Date:	12-Mar-21	Certificate of Occupancy Date:	
CHECKLIST			
ITEM	DESCRIPTION	Completion Date	NOTES
1	All field issues resolved		
2	Site and building cleaned per specifications		
3	All building systems tested and certified complete and operational per specifications		
3.1	Electric		
3.2	Plumbing		
3.3	Mechanical		
3.4	Telecom		
3.5	Special Systems (ie. elevator, chair lift, auto lift, exhaust system, kiln, etc.)		
3.6	Life Safety Systems		
3.7	AV		
3.8	Networking		
4	All Building Official Inspection Report deficiencies are resolved		
5	Test and Balance reports issued and reviewed by A/E Team		

Closeout Process

ARCHITECT and 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:
 - 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

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

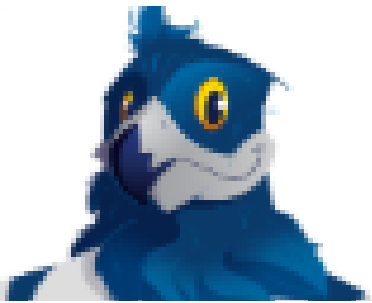
CLOSEOUT

Equipment Transfer Control

EQUIPMENT TRANSFER CONTROL

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

REQUIRED FOR MAJOR EQUIPMENT
SUCH AS CHILLERS, AHU's, VAV's,
FUME HOODS, MAIN DISTRIBUTION
PANEL...



Sammy Seahawk



Archibus Data Transfer

Equipment Code	Equip. Status	Serial Number	Equipment Standard	Site Code	Building Code	Floor Code	Room Code	Column located near	Equipment Use	# of normal operating hrs/day	Years Life Expectancy	Equipment Condition	Last Meter Reading	Meter Units	Date of Manufacture	Date Warranty Expires	Install Date	P.O. Number	Purchase Price	Purchase Date	Cost to Replace



Approved Term Sole Source Vendors

Approved Term Sole Source Vendors

AUDIO VISUAL

AVI-SPL

Bluum USACCS

Presentation

Systems

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

Convergent

- 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

CONSTRUCTION VENDORS

Advanced Controls
EMS System

Envelop Group LLC
Fume Hoods (Parts)

Universal Cabling
Low Voltage

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

UNDER

NEW RFP





Invoicing Procedures \$\$\$'s

SAMPLE OF INVOICING PROCEDURE FROM ARCHITECT

From: Ayshida Megginson <ayshida.megginson@stratusteam.com>
Sent: Tuesday, September 9, 2025 10:55 AM
To: Nelson Goris <ngoris@broward.edu>; Patsy Lenox <plenox@broward.edu>
Cc: Jennifer Liston <jennifer.liston@stratusteam.com>
Subject: Revised Invoice #24373-8R - Broward College North Campus Bldgs. 56&57 Remodel Stem & Nursing Expansion

CAUTION: This email originated from outside of Broward College. DO NOT click links or open attachments unless you are expecting the information and recognize the sender.

Good Afternoon,

Attached please find a copy of your latest invoice **No. 24373-8R** for project **Broward College North Campus Bldgs. 56&57 Remodel Stem & Nursing Expansion**.

**Please disregard previously sent invoice No. 24373-8 and replace with the attached invoice.*

Feel free to contact me should you have any questions .

Thank you ,



Ayshida Megginson

Project Accountant

Stratus®

O: [404-425-7170](tel:404-425-7170) | **M:** 404-425-7170

E: ayshida.megginson@stratusteam.com



REQUIRED DOCUMENTS:

Attachment of Original PO#. Then
on email subject PO#, Project#,
Project Name and Invoice#



Lesson Learned and Closing Items for Discussion

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

BROWARD [®] COLLEGE		FACILITIES MANAGEMENT Consultant Performance Evaluation			
INFORMATION					
Firm:					
Project:		Total Construction Amount:			
Construction Project Manager:		Contract Completion 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				
Recommendation for future work:		☐ Yes	☐ No		
Comments:					
Name, Title and Signature of Reviewing Official					
Construction Project Manager:		Signature:		Date:	
Director:		Signature:		Date:	

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.
 - 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.
 - 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, pay requisition #8 won't be processed until pay requisition #7 has been completed.

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:
 - Decision to reject, defer (with explanation) or accept shall be made within 14 calendar days of submission
 - Relevant takeoffs
 - Unit costs (e.g., per square foot, per linear foot)
 - Quantities
 - Pictures
 - Bid Set Drawings and Revised drawings to justify change order
- All PCOs must be reviewed during the OAC meeting before the BC-PM submits them to the AVP of Design & Construction for approval.

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

Thank you for attending. We look forward to achieving great accomplishments together for the students, faculty, and staff of Broward College.



Questions and Answers

Prize Gift Card

Q1. How Many times did the BC Mascot was observed on presentation (A1. 3)

Q2. What is the name of the BC Mascot (A2. Sammy)

Q3. What is the species name of the Mascot (A3. Seahawk aka Osprey or Skua per AI)