

FACILITIES MANAGEMENT

BROWARD COLLEGESM

Facilities 101 Construction Managers Introduction, Contract, Procedures, Proposal, Software & Training

October 8th, 2025

HOUSEKEEPING

Break at 10:00 A.M. - Light breakfast provided by Florida Lemark Corporation, Thank You Emilo

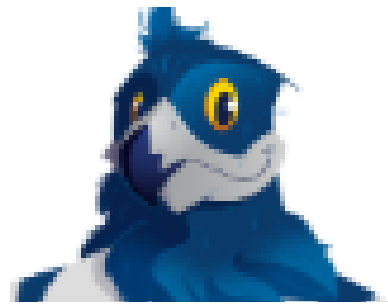
Restrooms and water fountains located by the Elevators

Cell phone on silent



WELCOMING INTRODUCTION FROM VP OF FACILITIES - DEBORAH CZUBKOWSKI





Sammy Seahawk

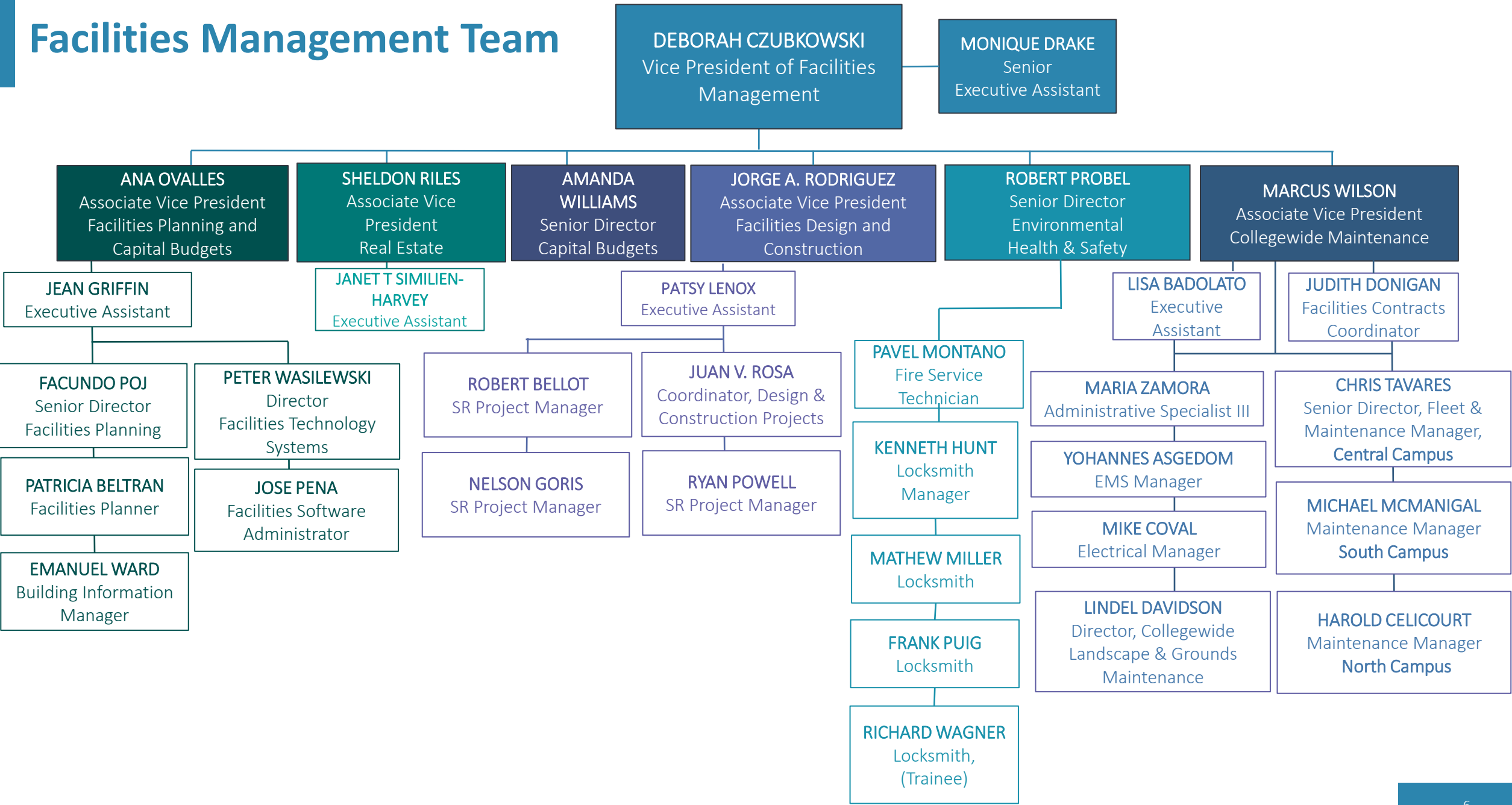
AGENDA:

- **Welcoming Introduction by VP of Facilities**
- **Jorge - Facilities Organizational Chart, Introduction to BC Departments and Personnel**
- **Ryan - Planning Personnel Functions and Interactions**
- **Ryan - Environmental, Safety and Fire Alarm Personnel Functions and Interactions**
- **Ryan - Financial Personnel Functions and Interactions**
- **Ryan - CMR Invoicing procedure for Pre-Construction Purchase Order**
- **Ryan - Maintenance Personnel Functions and Subject Matter Experts**
- **Ryan - Campus and Locations**
- **Nelson - FY 25/26 New Projects & Project Number Key Format**
- **Nelson - Project Cradle to Grave Process and Functions**
- **Jorge - Standard/Uniform Pre-Construction Proposals**
- **Juan - FDOE OEF FORMS**
- **Juan - CAP Government Contact and Submittals**
- **Jorge - CMR Expectations (Programming, Pre-Construction, Bidding, Construction & Close Out)**
- **Jorge - Bidding and Vetting**
- **Robert - Approved Term Sole Source Vendors**
- **Robert - Notice to Proceed**
- **Robert - Building Permit**
- **Robert - Close Out Requirements**
- **Robert - PM Concerns**
- **Jorge - 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

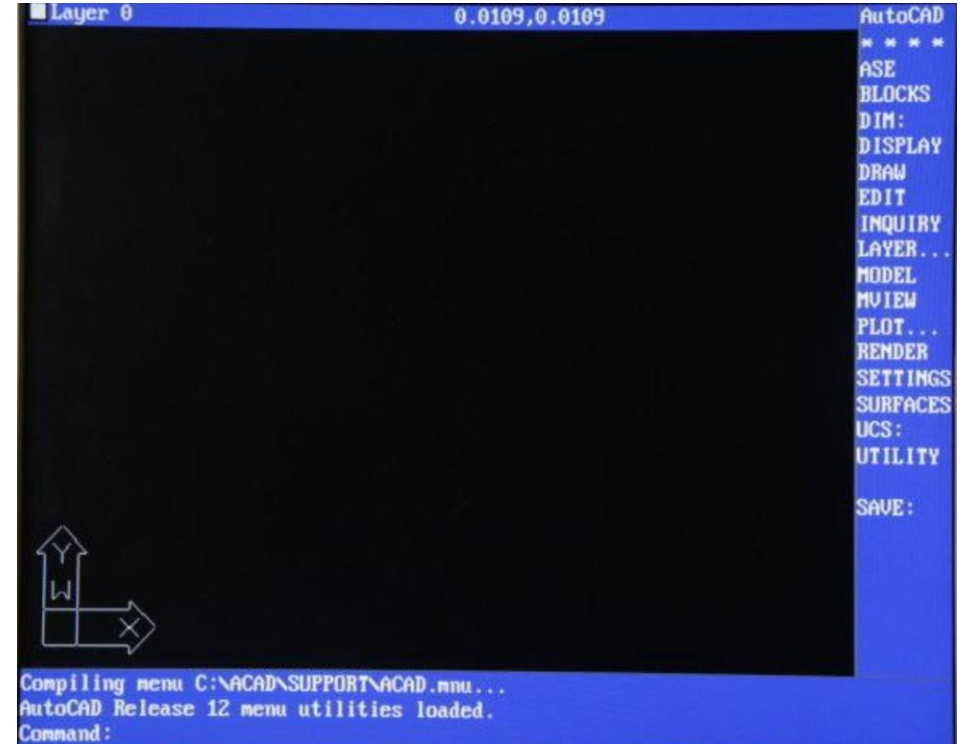
Engenuity Group, Inc.
South Campus

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/CM the BC Standards.

Proposed changes

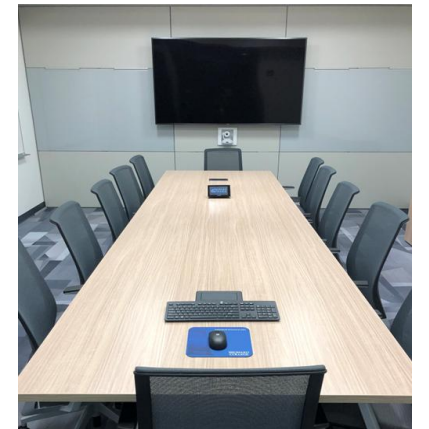
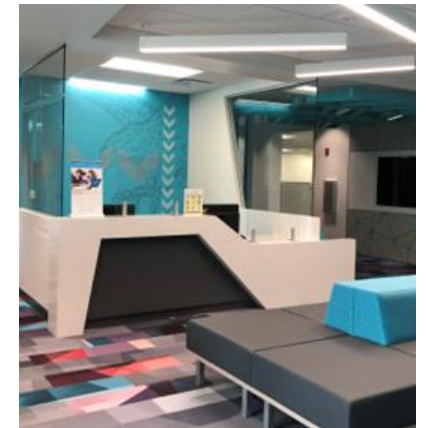
Coordinate power/data with engineering (MEP) and AV team

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

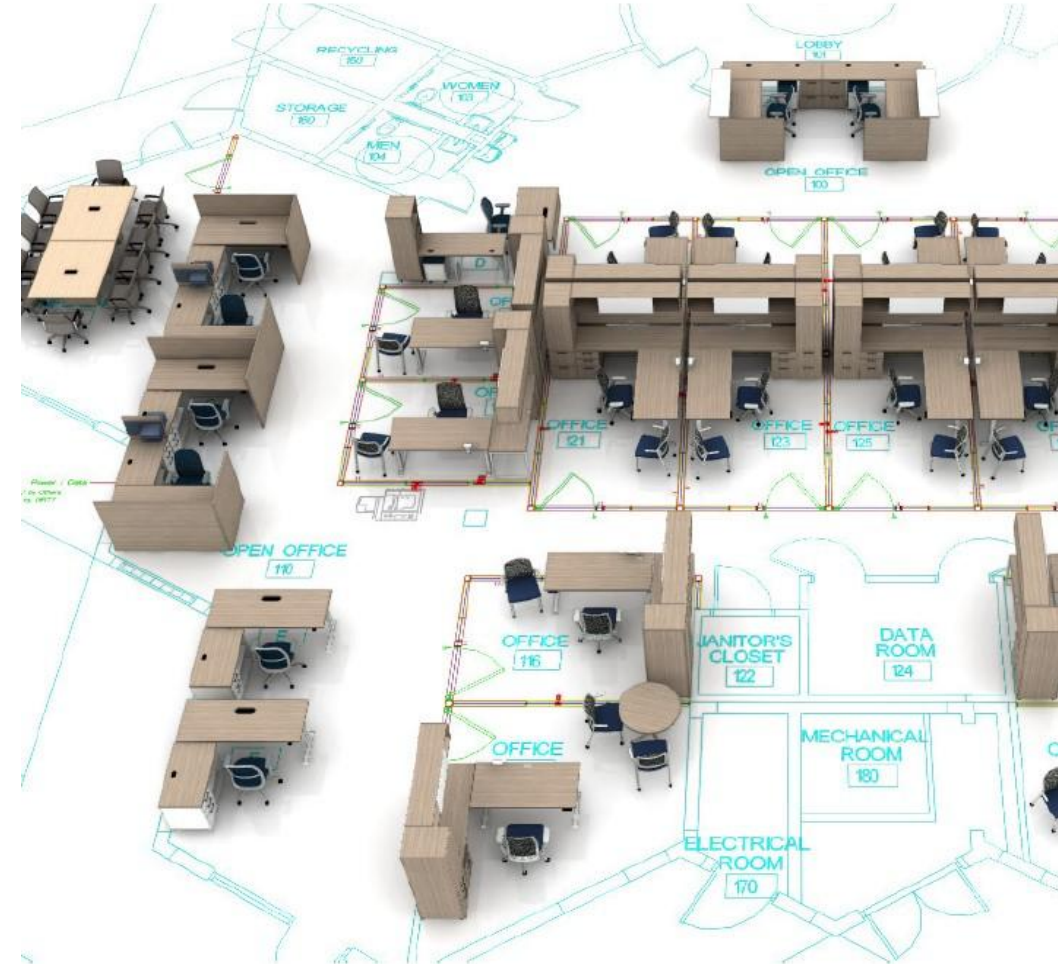
Patricia Beltran – Facilities Planner

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

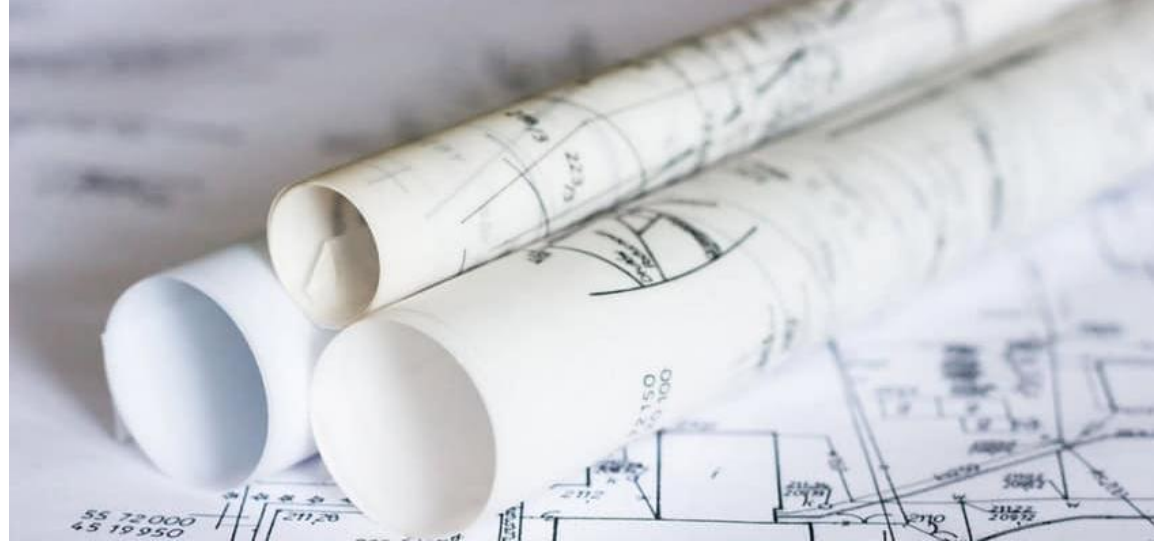
Emanuel Ward – Building Information Manager

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			
ITEM	DIGITAL		HARD COPY
	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

A/E

CLOSE OUT DOCUMENTS REQUIREMENTS			
ITEM	DIGITAL		HARD COPY
	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

CMR



Environmental, Safety and Fire Personnel Functions and Interactions

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.

Before, starting any work, make sure that the Fire Alarm Panel is cleared of all troubles and take a picture to memorialize and save in ProCore. The PM will assist with this coordination.

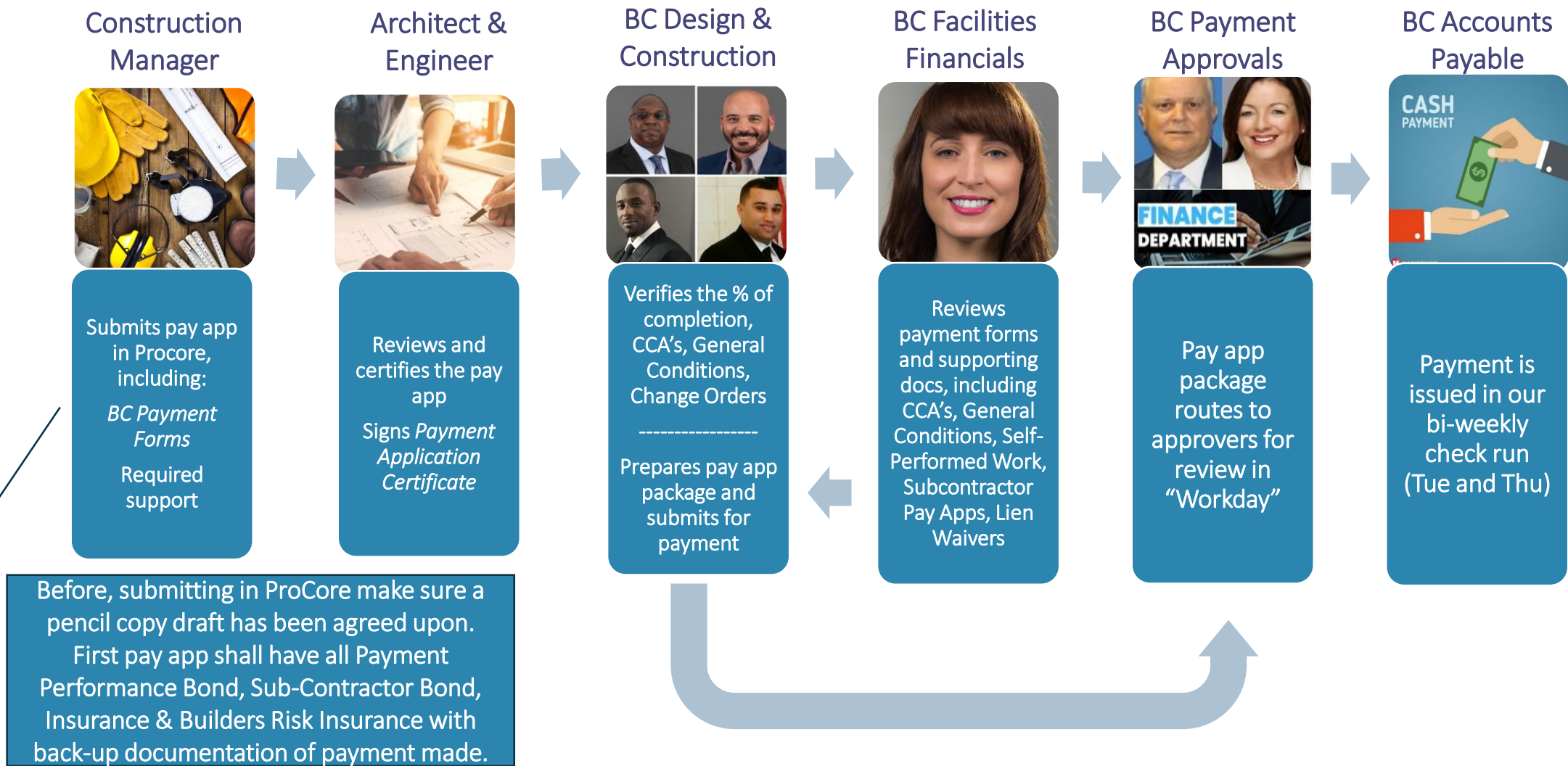


Financial Personnel Functions and Interactions

Pre-Construction Purchase Order Invoicing – Email the PM and copy assistant Patsy Lenox. Submit invoice based on approved proposal deliverable and work product accepted by BC-PM.

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

Amanda Williams – Senior Director

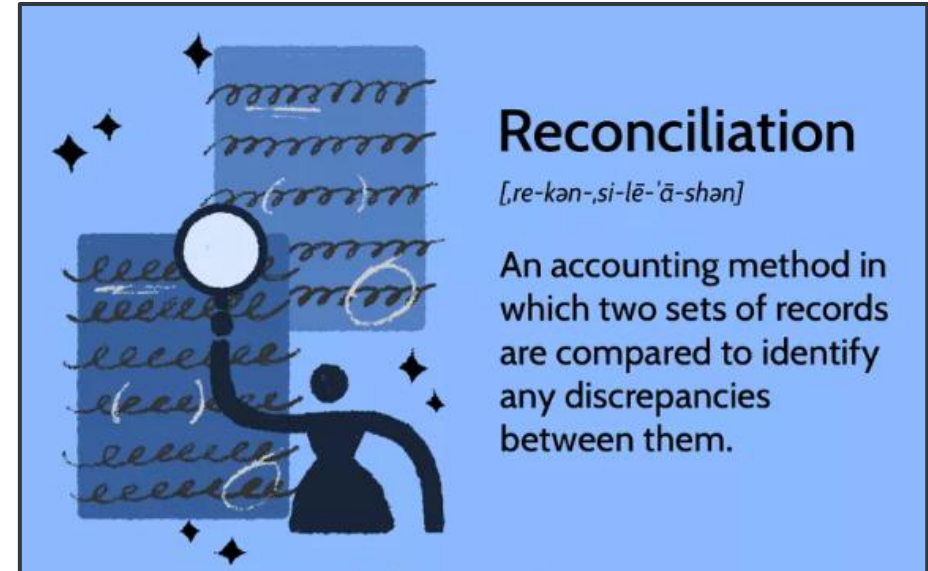


Payment Application Forms

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	

Final Pay Applications: Final Retainage Requirements

- Final retainage payment application should be submitted only after execution of Certificate of Occupancy and delivery of final documents
- Final retainage pay application shall be approved & submitted with:
 - Project Close Out Checklist
 - Closeout Documents
 - Release of Lien



CMR Invoicing Procedures for Preconstruction Purchase Orders \$\$\$'s

SAMPLE OF INVOICING PROCEDURE FROM CMR FOR PRE-CONSTRUCTION PURCHASE ORDER

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#



Maintenance Personnel Functions and Subject Matter Experts

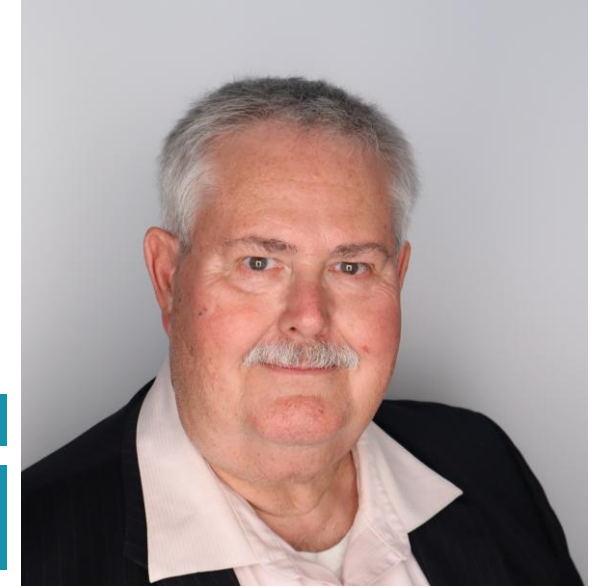
Facilities Maintenance Responsibilities

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

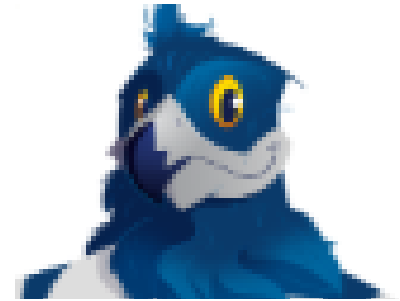
Contact: 954.201.6974



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



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

Office Phone: (954) 201-6975



Patsy Lenox

Executive Assistant

Email: plenox@broward.edu

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

Email: rpowell@broward.edu

Office Phone: (954) 201-2658



Nelson Goris

Senior Construction Project Manager

Email: ngoris@broward.edu

Office Phone: (954) 201-2550



Juan V. Rosa

Coordinator Design & Construction Projects

Email: jrosa2@broward.edu

Office Phone: (954) 201-4977



Campus and Locations



FY 25/26

New Projects & Project Number Key

Broward College's CIP Plan – BOT meeting 6/24/2025, FY 25-26 Budget \$8.3M

Site	Campus	Bldg#	Project No.	PM
10	Central	8	1008-C25-03.0 B-1008 SIM Medical Imaging Room 314 Renovation	JUAN
10	Central	7/17	OP-26-010.03 B-17 DD Exterior Courtyard Improvements	JUAN
10	Central	10	OP-26-010.01 B-10 Recreational/Intramural Room Improvements	JUAN
10	Central	19	OP-26-010.02 B-19 Student Lounge Improvements	JUAN
10	Central	23	1023-C25-01.0 B-23 1st Floor Office Renovation	JUAN
20/30	N/S	-	0000-C25-06.0 NC and SC Parking Lot LED Lighting Improvements	ROBERT
20	North	62	2062-C25-01.0 B-62 AI Makerspace and Gallery	NELSON
20	North	46/47	2000-C25-01.0 B-46 & B-47 Exterior Walkway Lighting Upgrades	ROBERT
20	North	46	OP-26-020.01 B-46 Student Lounge Improvements	RYAN
20	North	46	OP-26-020.02 B-46 Veterans Lounge Improvements	RYAN
20	North	49/52	OP-26-020.03 B-49 Exterior Gathering Space Upgrades	RYAN
20	North	-	OP-26-020.04 NC Outdoor Basketball Courts Improvements	RYAN
20	North	48	REPLACE PROJECT FOR BLDG.# 63; RENOVATE BLDG.# 48	ROBERT
30	South	71	3071-C25-03.0 B-71 Restrooms Renovation	JUAN
30	South	68	OP-26-030.01 B-68 Exterior Gathering Space Upgrades	ROBERT
30	South	68	OP-26-030.02 B-68 Veterans Lounge Improvements	ROBERT
30	South	70	3070-C25-01.0 B-70 2nd Floor Remodel - Phase I	ROBERT
31		3101	3101-C25-01.0 Miramar West Concrete Spalding Remediation	ROBERT

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, Architect/Engineer to establish scope, budget and schedule. CMR will be invited to site meeting as well

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;
 - Planning: Defines scope, develops project budget and schedule, provides institutional priorities, space programming, and planning data.
 - Architect/Engineer (A/E)/CMR: Assists with scope definition, cost estimating, and preliminary schedule input.
- Procedure
 - Once a project is assigned by AVP of Design & Construction, the D&C-PM will organize a follow-up meetings with Planning, A/E and CMR to establish scope, schedule and budget. The A/E & CMR shall submit the proposal within 15 working days.
 - A/E and CMR to provide standard proposals that confirm Scope, Budget and Schedule.
 - Depending on the complexity and time restraint the deliverables will be agreed upon
 - Documentation of the scope, budget, and schedule will be distributed to stakeholders for review and approval. (Facilities Leadership, End user, Planning, and Design & Construction)

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: BC-PM



Architect/Engineer will be responsible for all subsequent meetings minutes



Standard Procedure for CMR Pre-Construction Proposals

The CMR preconstruction proposal shall follow the 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.

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

The CMR preconstruction proposal shall follow the 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.

- 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.
- 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.

- Provide electronically Signed/Sealed drawings for 100% permit set.
- Respond to Building Department comments.

4. Bidding

Respond to any sub-contractor RFIs and issue addendum as needed.

5. Construction Administration

- 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.
- Provide clarification and response to RFIs.
- Review and process of shop drawings.
- Review monthly contractor pay applications.
- Substantial Completion and punch list observation with the A/E team, GC and Broward College.

II. ASSUMPTIONS:

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

III. FEES:

Preconstruction Deliverables	FEE
1. Schematic	5 %
2. 30% Construction Documents Constructability Review & Estimate	15 %
3. 60% Construction Documents Constructability Review & Estimate	15 %
4. 90% Construction Documents Constructability Review & Estimate	15 %
5. 100% Construction Documents Constructability Review & Estimate	15 %
6. Bidding	20 %
7. GMP Award	15 %

The CMR preconstruction proposal shall follow the PROPOSAL FROM ARCHITECT

The proposal must have the personnel title description and hourly approved in exhibit per continuing contract and how many hours said personnel will be working on the deliverable work product.

Deliverables and Work Product

1. Schematic	5 %
2. 30% Construction Documents Constructability Review & Estimate	15 %
3. 60% Construction Documents Constructability Review & Estimate	15 %
4. 90% Construction Documents Constructability Review & Estimate	15 %
5. 100% Construction Documents Constructability Review & Estimate	15 %
6. Bidding	20 %
7. GMP Award	15 %

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

	<u>HOURS</u>	SD Estimate	DD Estimate	GMP 1 -	GMP 2 -	Total Hours
Principal in Charge		40	48	16	10	114
Project Director		80	96	32	20	228
Assistant Project Manager		80	160	160	160	560
Director of Preconstruction		88	80	80	208	456
Precon Manager 1		128	288	192	520	1,128
Precon Manager 2		-	-	-	480	480
Project Coordinator		40	48	16	22	126
Principal-DSC		40	40	-	40	120
Quality Control Manager		32	32	-	-	64
Project Engineer		-	-	160	-	160
Superintendent		16	16	16	-	48
Total Hours		544	808	672	1,460	3,484

	<u>COST</u>	Hourly Rate	SD Estimate	DD Estimate	GMP 1 -	GMP 2 -	Total Cost
Principal in Charge							
Project Director							
Assistant Project Manager							
Director of Preconstruction							
Precon Manager 1							
Precon Manager 2							
Project Coordinator							
Principal-DSC							
Quality Control Manager							
Project Engineer							
Superintendent							



**EMILIO
RODRIGUEZ**



**FLORIDA
LEMARK**

PRESIDENT

Special Thanks to our sponsor
Emilio Rodriguez from Florida Lemark

for providing the light breakfast for this event.



FDOE OEF Forms

State Required Documentation - OEF Forms



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>

- 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



CAP Government Contact and Submittals

BC Facilities Web Page Information



FACILITIES PLANNING

[Educational Plant Survey Summary \(PDF\)](#)

[Facilities Master Plan Executive Summary \(PDF\)](#)

STATE LINKS

[Register for EFIS Account - FLDOE Required Forms](#)

DESIGN AND CONSTRUCTION STANDARDS

[Design and Construction Standards \(PDF\)](#)

[Land Surveys v. 2014 \(PDF\)](#)

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

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

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

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

[Requirements For As-Builts Rev.2021-03 \(PDF\)](#)

[Appendix \(PDF\)](#)

PARTNER AND VENDOR TRAINING

[Facilities 101 Presentation \(PDF\)](#)

PERMIT APPLICATIONS

[BC Project Mgr. Start-Up Form SCAD 001 Rev.2021-01-05 \(PDF\)](#)

[BCAD 100-BMEP Permit App Rev.2021-01-05 \(PDF\)](#)

[BCAD 101-Demo Permit App Rev.2021-01-05 \(PDF\)](#)

[BCAD 102-FA Permit App Rev.2021-01-05 \(PDF\)](#)

[BCAD 103-FS Permit App Rev.2021-05-05 \(PDF\)](#)

[BCAD 104-Roof Permit App Rev.2021-03-15 \(PDF\)](#)

[BCAD 105-Site Permit App Rev.2021-01-05 \(PDF\)](#)

[Inspection Codes Rev.2021-01-05 \(PDF\)](#)

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@bureauveritas.com

343 Almeria Avenue, Coral Gables, FL 33134

Miguel Nunez

Building Official

O 305.448.1711

C 361.251.4623

www.capfla.com | Miguel.nunez@bureauveritas.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@bureauveritas.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@bureauveritas.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:

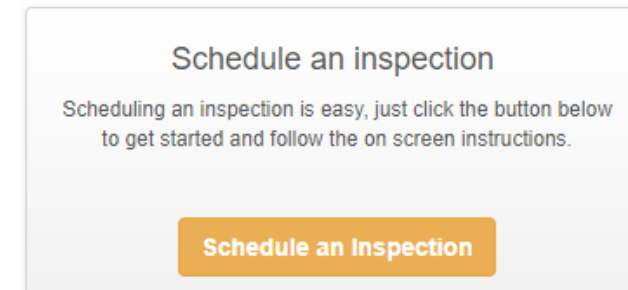
1. Click on this link to access the CAP Electronic Plan Review System:

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



Broward College CMR Expectations

CMR EXPECTATIONS

- Preconstruction
 - Walk the sites and assist A/E in lifting tiles so the HVAC ductwork is not in conflict with other disciplines.
 - Constructability Review provide feedback to A/E and Owner on conflicts with the CD's at 30%,60%, 90% and 100%.
 - Estimates are vital, provide a narrative why a certain trade increased by more than 30% from previous estimate.
- Bidding
 - Instructions to Bidders are clear to avoid overlapping scope
 - Verify if Quantities and Square footages match CD's
 - Stimulate the market, so BC gets the best competitive bid
- Project Construction Phasing Plan
 - Early involvement and constructability input Site logistics and construction phasing strategies to develop project schedule and duration.
- Change Order
 - Make sure to review the sub-contractor claim, before submitting to owner. Ask why change order is necessary, could the claim be inferred, refer to CMR Agreement, Review bid proposal versus bid set documents, RFI's, takeoff's, no lump sum...

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](#)

CMR Preconstruction Deliverables

30% Design Documents

- Confirm Schematic Design conformance with building code and SREF
- Provide Constructability report, Estimate & Schedule
- Coordination with BC Resources:
 - ✓ IT
 - ✓ Locksmith
 - ✓ Electrical and Plumbing
 - ✓ Mechanical
 - ✓ Landscape
 - ✓ Fire Protection
 - ✓ Audio Visual
 - ✓ Access Control
 - ✓ Interior Design
- Confirm existing conditions

60% Design Document

- Provide Constructability report, Estimate & Schedule
- Assist furniture and equipment with power and data requirements

90% Design Documents

- Provide Constructability report, Estimate & Schedule
- Preliminary bidding forms, such as instruction to bidders, bidder list and Bidding Schedule

100% Design Documents

- Provide Constructability report, Estimate & Schedule
- Start advertising once BC-PM gets approval from Procurement department
- Bidding

CMR Responsibilities

Design Documents Phase

- Walk-thru of existing conditions with A/E
- Provide constructability review at 30%, 60%, 90% and 100% CD's & Estimates.

Construction

- Construction observations and respond to subcontractor RFI's.
- Attend OAC meetings in person and review 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

Pre-Construction Phase

- Evaluate A/E estimates at 30%, 60%, 90% & 100%
- Evaluate Value Engineering Opportunities.
- Attend Bid Opening and Vetting of Bids
- Present Initial and 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***

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- SME's
- Close-out Documents
- Progress Photos

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

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K

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Favorites

📱

Apps
Select an App

?

🔔

JR

⚙️ Documents

Search in this proj... 🔍

Add Filter ▾

📄

✉️

ℹ️

⋮

+ 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 ...

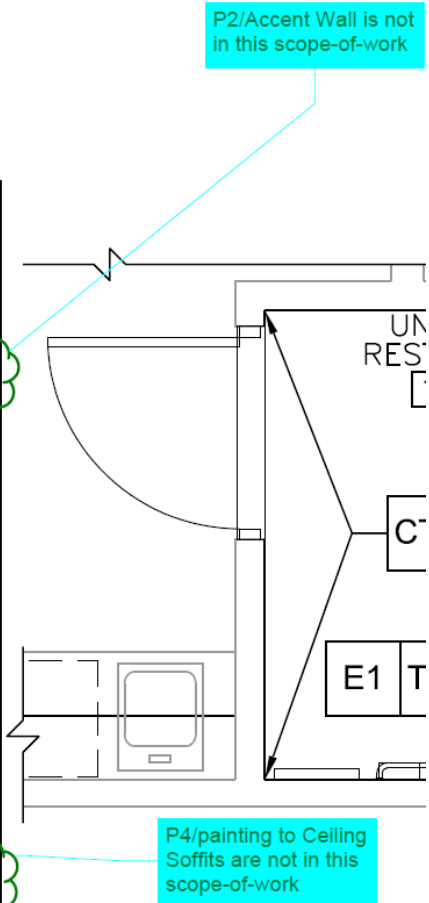
Help

Terms of Service Privacy Policy

POWERED BY PROCORE

Constructability Report – Requires Narrative

MATERIAL & FINISH SCHEDULE					
	SYMBOL	MATERIAL	MANUFACTURER	SPECIFICATION	REMARKS
WALL FINISH	P1 ✓	PAINT	SHERWIN WILLIAMS	SNOWBOUND - SW7004	EGG SHELL FINISH GENERAL WALLS-EPOXY ON R.R.
	P2	PAINT	SHERWIN WILLIAMS	BLUE POWDER - SW2863	EGG SHELL FINISH ACCENT WALL
	P3 ✓	PAINT	SHERWIN WILLIAMS	MINDFUL GRAY SW7016	SEMI-GLOSS FINISH METAL DOORS, DOOR FRAMES
	CT1	PORCELAIN TILE	DALTILE	COLORBODY PORCELAIN //GRAY -MN44 POLISHED	TILE: 12"X24 / APPLY GROUT SEALER/ WITH CREDIT CARD JOINT SPACING. GROUT:MAPEI-FROST KERACOLOR UNSANDED / FROST 77-UNSANDED
	CT2	PORCELAIN TILE	DALTILE	COLORBODY PORCELAIN / LIGHT GRAY - MN43 POLISHED	TILE: 24"X24" / APPLY GROUT SEALER/ WITH CREDIT CARD JOINT SPACING. GROUT:MAPEI-FROST KERACOLOR UNSANDED / FROST 77 - UNSANDED
FLOOR FINISH	E1	EPOXY	DURA-A-FLEX	HYBIR-FLEX EQ. MACRO CHIP COLOR BLENDS COBALT	RETURN EPOXY 6" UP WALLS
	TS1	TRANSITION STRIP	SCHULTER	SCHIENE STRIP COLOR: SATIN ALUMINUM	TRANSITION BETWEEN BASE AND WALL TILE
CEILING	P4	PAINT	BENJAMIN MOORE	DESIGNER WHITE	FLAT FINISH CEILING SOFFITS



g. ALL SYMBOLS SHOWN IN DARK COLOR INDICATE NEW OR MODIFIED, UNLESS NOTED OTHERWISE.

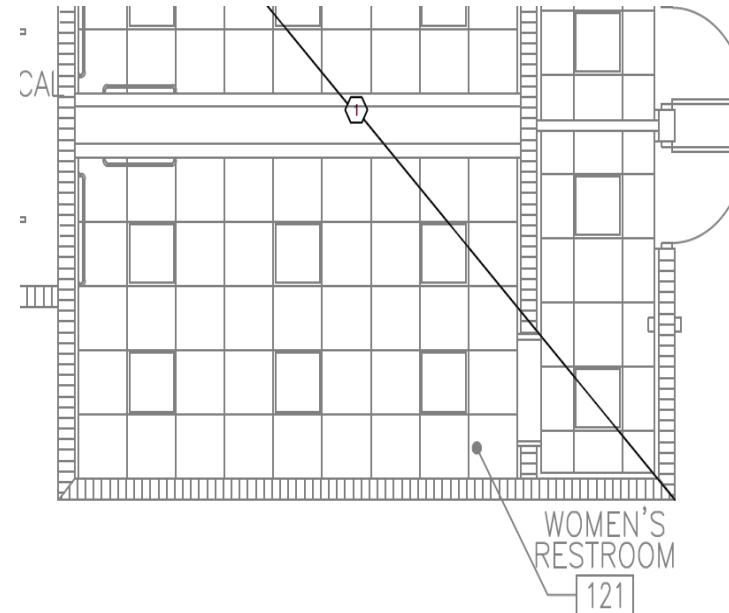
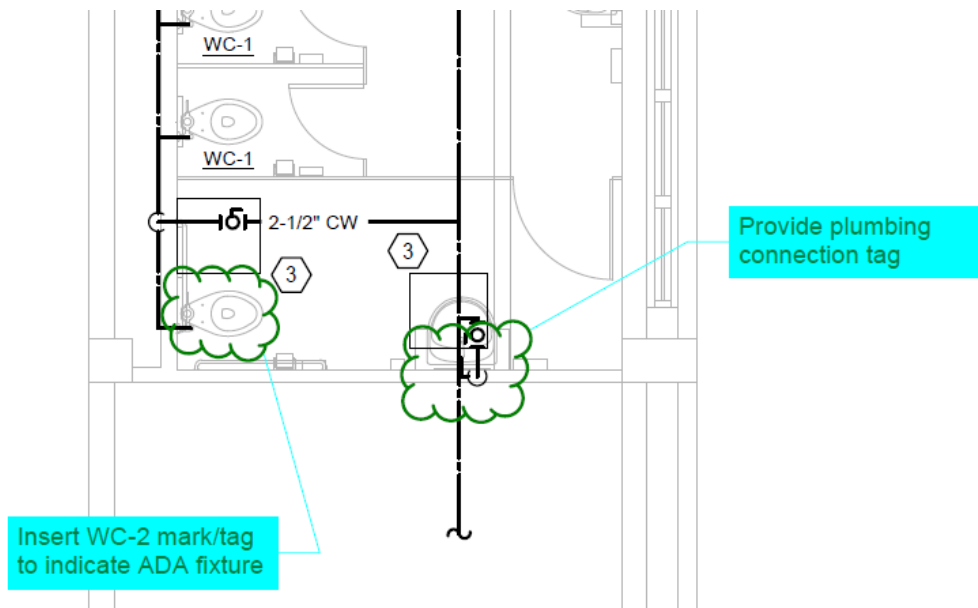
h. CURRENT PLANS SHOWN ARE A REFLECTANCE OF THE SCOPE TO TAKE PLACE IN THE RESTROOMS IN THE SAME LOCATION ON FLOORS 3 THROUGH 8.

General Note "h" appears irrelevant and confusing to this scope-of-work - consider removal

PLAN KEY NOTES:

1. FIRE ALARM DEVICES TO BE REMOVED. REMOVE CABLES BACK TO THE NEXT

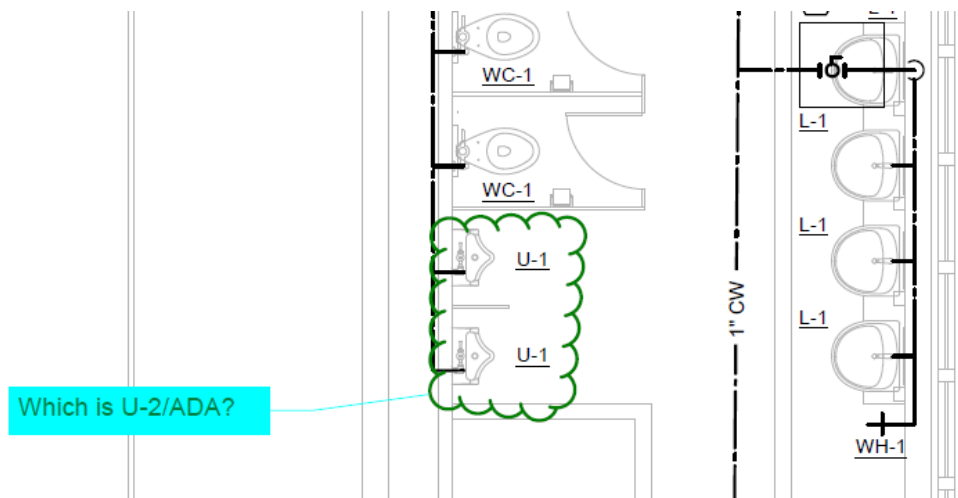
Constructability Report – Requires Narrative



PLAN KEY NOTES: #

1. EXISTING LIGHTING FIXTURES IN THIS AREA TO BE DISCONNECTED AND REMOVED. DEMOLISH ALL ASSOCIATED CONTROLS, BACK BOXES AND WALL CONDUIT. EXISTING BRANCH CIRCUIT TO BE PROTECTED AT ALL TIMES DURING CONSTRUCTION FOR RECONNECTION IN NEW SCOPE OF WORK.

Are we changing from Fluorescent fixtures to LED fixtures? If so, fewer LED fixtures will be required.



Value engineering comments back to A/E after verifying field condition. The demo of the circuit should only be back to the "JB" in hallway, secondly, we should include more circuits in new conduit due to less amperage requirement because of "New LED lights"



BIDDING and VETTING

8.1 BIDDING “PROCUREMENT OF SUBCONTRACTS, MATERIALS, AND SERVICES”

ARTICLE 8

PROCUREMENT OF SUBCONTRACTS, MATERIALS, AND SERVICES

8.1 Bid Solicitation and Award. Construction Manager shall provide all necessary services related to the bidding of subcontracts for the construction of the Project, including but not limited to: (a) preparing lists of prospective bidders and their proposed participation (Construction Manager is encouraged to include vendors from Owner’s vendor lists); (b) preparing appropriate bid documents, including proposed forms of contract and purchase orders; (c) developing selection criteria for determining the bid/proposal that provides the best value to the Owner; (d) establishing bid schedules; (e) advertising for bids and developing bidder interest; (f) furnishing information concerning the Project to prospective bidders; (g) conducting pre-bid conferences; (h) bid opening shall be at owners office , receiving sealed bids and analyzing bids, **vetting of bids for completeness of scope as agreed in instruction to bidders and making recommendations to Owner regarding bid awards** (Owner’s Procurement Services or Facilities Management Department shall witness bid openings); (i) investigating the acceptability and responsibility of sub-subcontractors or suppliers proposed by any Subcontractor and advising Owner of such evaluations; (j) **negotiating with Subcontractors concerning any matter related to the Project**; and (k) such other services required by Owner with respect to the bidding process. These costs shall be considered part of the GMP.

Construction Manager must have prior written approval from the Owner to self-perform any Work. In the event that the Construction Manager performs a portion of the Work on the Project, other than construction management, then for that portion of the Work the Construction Manager shall be treated as any other Subcontractor and shall abide by all requirements for Subcontractors in this Contract for Construction. Construction Manager’s overhead and profit for self-performed Work shall not exceed the Purchase Order Construction Manager’s fee in the GMP.



8.1 BIDDING “PROCUREMENT OF SUBCONTRACTS, MATERIALS, AND SERVICES”

To prevent duplication of work and potential cost overlap between trades, Construction Managers must provide clear and precise instructions to bidders and ensure consistent direction in the Construction Documents (CDs).

For example:

If the demolition package includes the removal of the restroom floor slab, this must be explicitly stated in the bid instructions.

Alternatively, if the plumbing subcontractor is responsible for demolishing the restroom slab, that direction must be clearly identified in their bid scope.

If a third party (outside of the demolition or plumbing scope) will perform this work, that too must be clearly noted.

Providing unambiguous direction eliminates the risk of both the demolition and plumbing subcontractors including the same scope of work in their bids, thereby preventing double payment or scope overlap.

For example, roof patching work should be clearly designated either to the Roofing Subcontractor or the HVAC Subcontractor that’s going to install the equipment, depending on project phasing and system removal responsibilities.

8.1 BIDDING – VETTING OF BIDS; BID PROPOSAL MATCHES CD's and SCOPE

8.2 Quality Assurance of Quantities and Unit Pricing

The Construction Manager (CM) shall perform quality assurance reviews to verify that the quantities of materials—such as tile, drywall, and acoustical ceiling tile (ACT)—match the square footage shown in the Construction Documents (CDs).

If discrepancies are identified between subcontractor takeoffs and the CDs, the CM must immediately notify the subcontractor and require acknowledgment of the variance without altering the agreed-upon unit cost per square foot.

This proactive verification process helps ensure pricing accuracy, transparency, and cost integrity.

In one such instance, this practice resulted in a direct cost savings to the Owner, demonstrating the importance of diligent quantity and scope review prior to finalizing the Guaranteed Maximum Price (GMP).

8.1 BIDDING – VETTING OF BIDS; Example of Cost Savings Through Quantity Verification

8.2 As part of the quality assurance exercise, a detailed comparison was conducted between the subcontractor's takeoffs (including linear feet, square footage, and quantities of equipment such as LED lights and fire alarm devices) and the Construction Documents (CDs).

During this review, it was determined that the subcontractor's takeoff quantities may have been either overstated or understated. The Construction Documents (CDs)—as verified by both the Architect of Record (AOR) and the Construction Manager at Risk (CMR)—reflect the actual quantities, which may differ from those listed in the subcontractor's bid proposal.

This validation exercise confirmed the accuracy of the quantities in the CDs and helped prevent potential overpayments or future change order requests from the subcontractor. It reinforces the importance of the CMR's responsibility to verify takeoffs in coordination with the AOR prior to finalizing the Guaranteed Maximum Price (GMP).

8.1 BIDDING – VETTING OF BIDS; Promoting Competitive Bidding and Market Participation

The Construction Manager at Risk (CMR) is expected to actively stimulate market participation by obtaining multiple competitive bids for each trade discipline. This is a core responsibility of the CMR and a key factor in ensuring that Broward College receives the best value through open and competitive pricing.

The CMR is expected to leverage their industry expertise, subcontractor relationships, and market knowledge to attract qualified bidders and broaden participation, particularly among local and diverse subcontractors. If the CMR is unable to obtain more than one bid for a given trade package, the CMR must provide substantial supporting documentation—including copies of emails, phone call logs, and correspondence, demonstrating that additional subcontractors were contacted but declined or were unwilling to participate.

Note: Providing only one bid per discipline poses a risk to the Owner. If that bid is deemed non-competitive or is not accepted by Broward College, an allowance may be required in the GMP, necessitating a re-bid at a later stage. Therefore, comprehensive market outreach and competitive bidding are mandatory expectations of the CMR.



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

CCTV

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

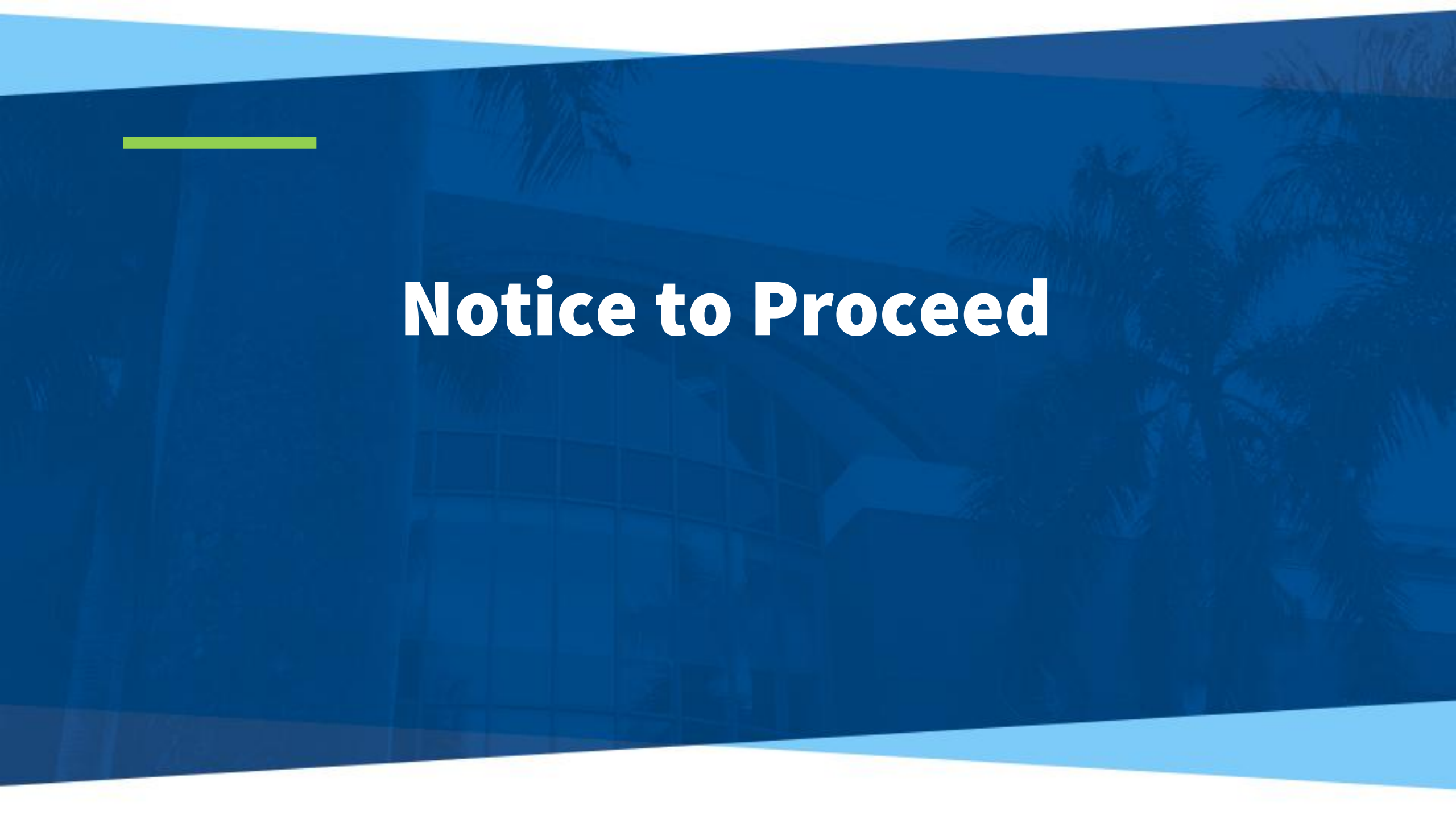
Engenuity Group, Inc.
South Campus

Keith Engineering
North Campus

UNDER

NEW RFP





Notice to Proceed

Date: _____
Project: _____
Project Number: _____

To: _____ (Name of Construction Manager)

Contract For: _____ (Description of project)

You are hereby notified that the Contract Times stated for the above project will commence on **(Date)**. On that date, start performing the obligations required by the Contract Documents. Duration of the project is **business days** with a required Substantial Completion date of **(Date)**.

Before commencing Work at the Project Site, deliver the certificates of insurance and payment and performance bond as applicable and as required by the Contract Documents to the Owner.

OWNER

Broward College Authorized Owner's Representative

Authorized Signature
Name, Senior Project Manager

CONTRACTOR

Contractor's Authorized Representative

Authorized Signature
Company: _____
Name: _____
Title: _____

Enclosures: **Approved GMP and Approved PO**

cc: Contract Administrator, Project Manager, Construction Manager, Construction Files

Notice to Proceed

- Issued within 5 days of GMP Purchase Order and Permit
- References Dates to Start Obligations of Contract
- References Bid Documents
- Sign and Return
- Schedule Pre-Con Conference within 10 days of receipt



Building Permit

BUILDING PERMIT APPLICATION AFTER GMP

- The CMR shall submit all permits to BC-PM, which in turn will submit to Building Official for processing

- MEP and any other required permit must be submitted with subcontractor License and Insurance for Backup

Building Code Administration
Form BCAD 101 - REV 010923

**BROWARD
COLLEGE**

PERMIT TYPE (check one): ☐ BUILDING ☐ MECHANICAL ☐ ELECTRICAL ☒ PLUMBING

FOR OFFICE USE ONLY		
Permit No.		
File No.		
INSTRUCTIONS: Application must be typed or printed in ink. Submit original application signed and notarized. Attach (2) two sets of hard copy plans, specs, product approvals, calcs and asbestos abatement report (REQUIRED). For assistance call 954.888.9531.		
1. BC Proj. Mgr.:	Mobile:	Email:
2. BC Project No.:	Asbestos Abatement report attached: Y ☐ N ☐	
3. Campus: ☐ North ☐ Central ☐ South ☐ DTC ☐ Cypress ☐ Coral Springs ☐ Miramar ☐ Other		
4. Building No. / Location:		
5. Proposed Work: ☒ Demolition		
Scope of Work:		
6. Est. Cost	Est. Duration	Days Est. Sq Ft.
7. Contracting Firm:		
8. Address:		
9. Qualifier Name:	License No.:	Phone:

- Forms available from Permitting Authority (CAP or MTC)
- Permit App. is signed/notarized by Contractor/Subcontractor
- Application Requires signature from Owner
- Building Permit Requires Contractor License and Insurance for Backup



CLOSE OUT REQUIREMENTS

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



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...



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



PM CONCERNS

PM CONCERNS AND LESSON LEARNED

Must be familiar with BC Design Standards prior to commencing any design reviews. Contractors are responsible for upholding these standards, even if they differ from the A/E's documents.

Must conduct a thorough field survey to verify existing conditions before starting review of design documents.

Must be knowledgeable of the contract documents once the project is out to bid.

Must maintain a clean and organized job site at all times, including proper dust containment and prevention of footprints in finished areas.

Progress photos must be regularly uploaded and updated in BC Procore.

Must review and vet all subcontractors change orders prior to submission to BC.

As-Built aka Record drawings and shop drawings (Full Size Set) must be kept up to date and maintained on the jobsite at all times.

Punch List - Contractor must do their own internal punch list before calling the architect/engineer and Broward College to do a punch list.

Analysis – Provide cost estimate and constructability analysis of the project in each of the deliverable phases (30% CDs, 60% CDs, 90% CDs and 100% CDs)

Superintendent – Contractor will have a competent Superintendent or supervisor on site at all times when work is taking place.

Procore – Contractor shall utilize Broward College Procore.

Communicate Scheduling Delays Proactively: Immediately notify BC of any potential or actual scheduling delays within 24 hours of identification, providing a detailed mitigation plan and revised timeline.

Coordinate Final Punch List Walk-Through: Schedule and complete an initial, pre-final punch list inspection with key subcontractors before the official BC Final Punch List.

Submit payment applications (BC-Form Based on AIA G702/703) accurately and with all required lien waivers and backup documentation.

Provide Material Lead-Time Updates: Track and report on the status of important materials (long-lead items). Notify the PM immediately if there are any procurement issues.



Lesson Learned and Closing Items for Discussion

Consultant Performance Evaluation based on Post Occupancy Review

- 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:				Total Construction Amount:	
Project:				Contract Completion Date:	
Construction Project Manager:					
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

- 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.

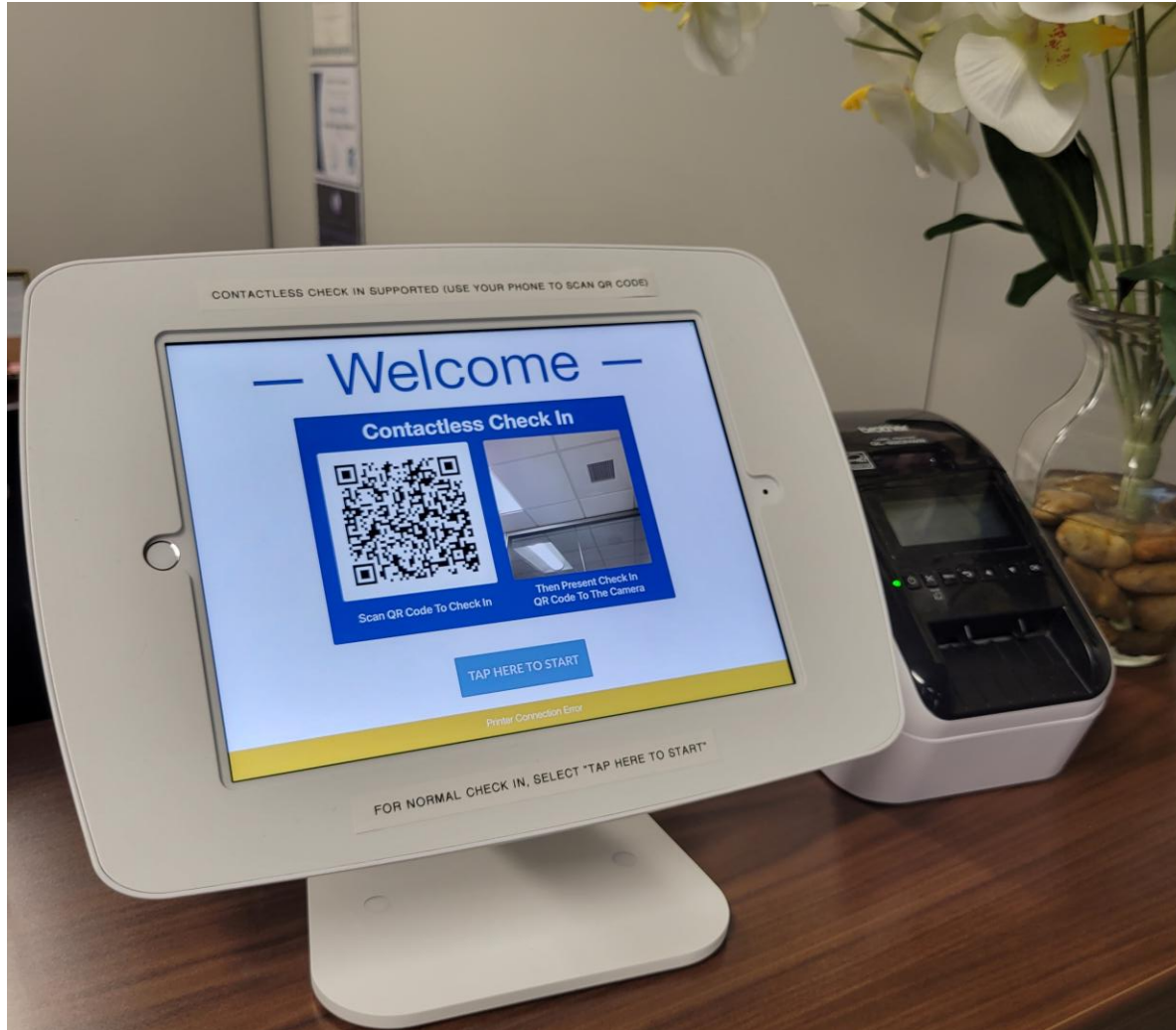
Lessons Learned Page 2 of 2

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 Subcontractors Bid proposal, 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 shall 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 (# Of Light Fixtures, LF of Conduit or Pipe)
 - Pictures
 - Bid Set Drawings, Subcontractor bid proposal and Revised drawings to justify change order
- All PCOs must be vetted by the CMR with the subcontractor, and then if valid should be reviewed during an OAC meeting with A/E and BC-PM, before BC-PM submits to the D&C Review committee 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)