WELCOME

FACILITIES 201

Vendor Training

October 8th, 2026

BROWARD COLLEGE

Dr. Deborah Czubkowski

VP Facilities Management

Welcome Partners

OUR MISSION

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



BROWARD COLLEGE

Facilities 201

Who We Are and What We Do

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

Organizational Chart

DEBORAH CZUBKOWSKI
Vice President of Facilities Management

TAMI TAYLOR JOHNSON
Senior Executive Assistant

ANA OVALLES
Associate Vice President Facilities Planning and Capital Budgets

SHELDON RILES
Associate Vice President Real Estate

AMANDA WILLIAMS
Senior Director Capital Budgets

JORGE A. RODRIGUEZ
Associate Vice President Facilities Design and Construction

RYAN POWELL
Associate Vice President Collegewide Maintenance

JEAN GRIFFIN
Executive Assistant

JANET SIMILIEN-HARVEY
Executive Assistant

FAUSTIN VINCENT
Sr. Analyst

PATSY LENOX
Executive Assistant

ROBERT PROBEL
SR Director Env, Health & Safety

LISA BADOLATO
Executive Assistant

JUDITH DONIGAN
Facilities Contracts Coordinator

YENI AIZPURUA
Director Facilities Planning

PETER WASILEWSKI
Director Facilities Technology Systems

PATRICIA BELTRAN
Facilities Planner

JOSE PENA
Facilities Software Administrator

EMANUEL WARD
Building Information Manager

ROBERT BELLOT
Senior Project Manager

JUAN V. ROSA
Senior Project Manager

NELSON GORIS
Senior Project Manager

VACANT
Project Manager

We are hiring!

LISA MARTIN
Coordinator

PAVEL MONTANO
Fire Service Technician

KENNETH HUNT
Locksmith Manager

MATHEW MILLER
Locksmith

FRANK PUIG
Locksmith

MEGAN JEAN
Executive Assistant

YOHANNES ASGEDOM
EMS Manager

MIKE COVAL
Electrical Manager

LINDEL DAVIDSON
Director, Collegewide Landscape & Grounds Maintenance

CHRIS TAVARES
Senior Director, Fleet & Maintenance Manager, **Central Campus**

MICHAEL MCMANIGAL
Maintenance Manager **South Campus**

HAROLD CELICOURT
Maintenance Manager **North Campus**

Housekeeping

Break at 10:00 A.M.

NO food or open containers inside the auditorium

Restrooms and water fountains are located behind the Auditorium

Please silence your cell phones

Broward College is a tobacco free workplace

OUR GOAL FOR TODAY

To review areas of our business processes that might be different from other clients you provide services to and communicate and hear your concerns as well to improve our process and procedures.

Agenda

FACILITIES 201

WELCOMING REMARKS
- Dr. Czubkowski

REAL ESTATE
- Campus & Centers

PLANNING & BUDGET
- Project Request
- Budget Approval
- Programming
- FDOE Requirements
- Survey
- Major Equipment List
- Turn Over to D&C
- Design Standards

DESIGN & CONSTRUCTION
- Architect Presentation
- Engineer Presentation
- Communication/Continuing
- Contracts
- Bidding Requirements
- Procore
- As-Builts Deliverables
- Closeout Documents
- References
- Auxiliary Services Contact Information

Break sponsored by VIA Design

BUILDING CODE CONSULTANTS
- Procedure for Permits and Inspections

FINANCE
- GMP, Change Order Progress Payments

MAINTENANCE
- In-House Subject Matter Experts
- MEP Concerns
- Fire Alarm Concerns

CLOSING COMMENTS & NEXT STEPS
- Lesson's Learned
- Examples

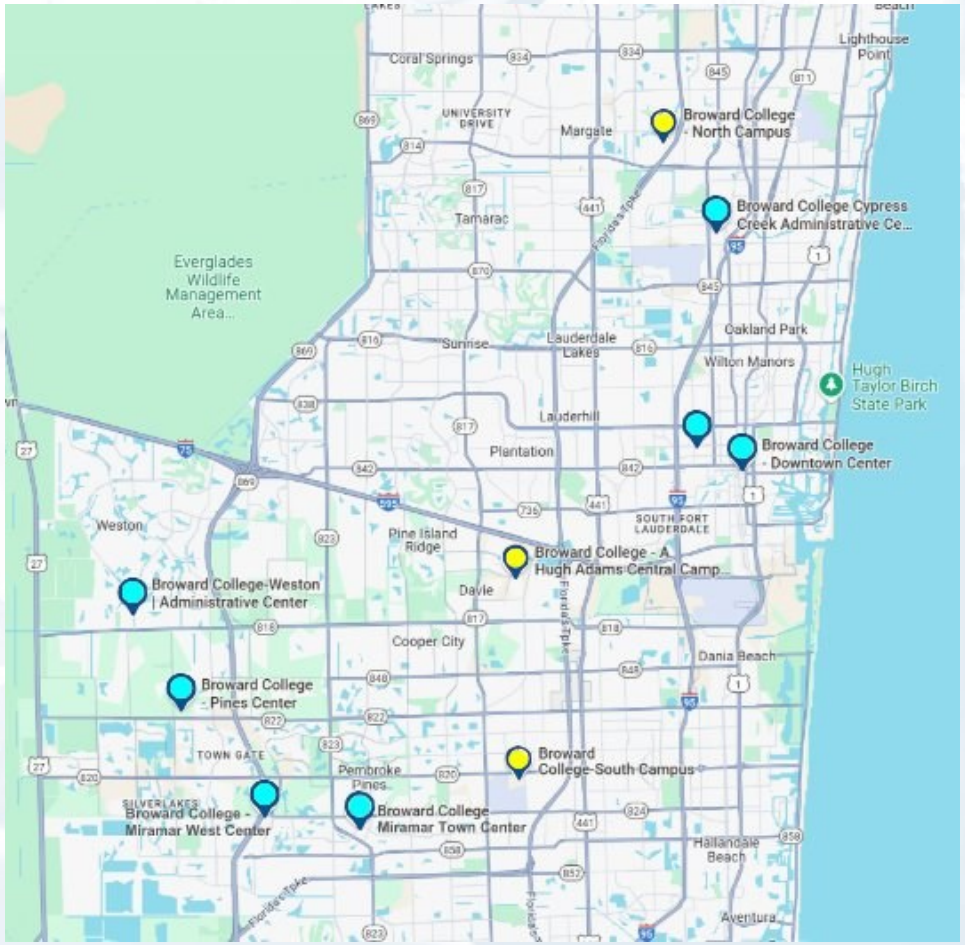
Sheldon Riles

AVP Real Estate

Broward College is comprised of 72 buildings. Approximately 2,885,875 SF of bldg. space, and roughly 376.63 acres.
Real estate portfolio includes the following:

Three (3) Campuses
- North Campus
- Central Campus
- South Campus

Seven (7) Centers
- Cypress Creek Administrative Center
- Pines Center
- Willis Holcombe Center
- Weston Center
- Miramar West Center
- Tigertail Lake
- YMCA



SURVEYS GUIDELINE

- 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



J. Bonfill
South Campus

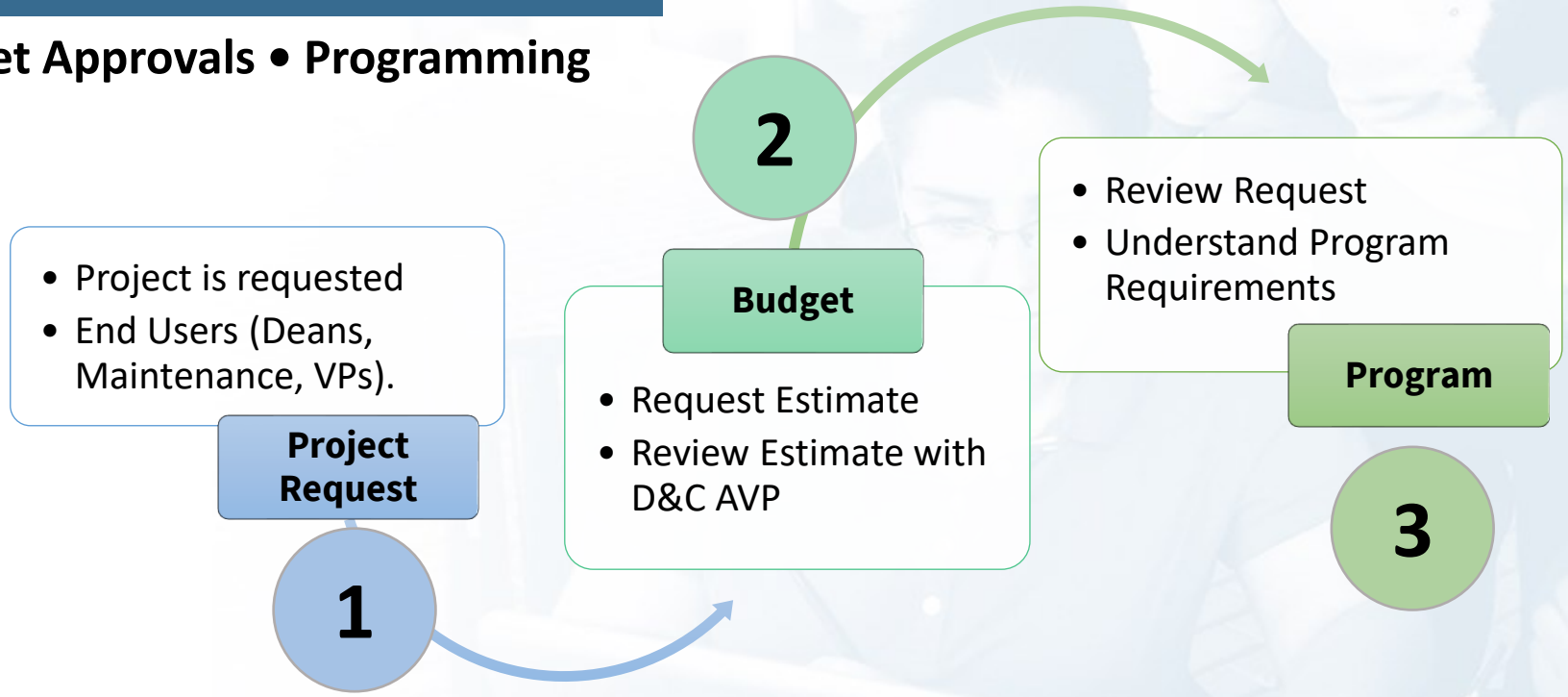
Longitude
Central Campus

Keith & Associates
North Campus

Ana Ovalles

AVP Facilities Planning & Capital Budgets

Project Request • Budget Approvals • Programming

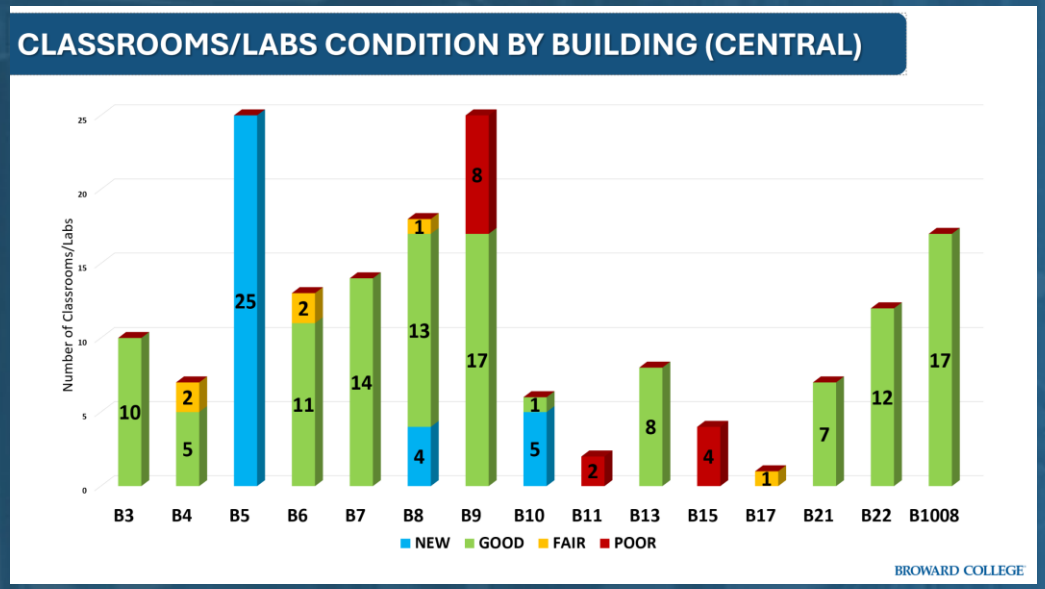


PROJECT REQUEST

Projects are requested by different departments Deans, Vice Presidents, Faculty, BC Maintenance.

Facilities Prioritizes:

- Use of Space – Classrooms to deliver instructions, Student Areas
- Life Safety – Potential issues, restrooms and elevators
- Availability of funding and Approval by Senior Administration



Site Code	Building Code	Floor Code	Room Code	Room Name	Room Use	ICS Code	New	Good	Fair	Poor	Notes
10	0004	01	EL154A	ELEVATOR	030	90000000			X		Needs Improvement
10	0004	01	EL156A	ELEVATOR	030	90000000				X	Renovate
10	0005	01	EL1010	ELEVATOR	030	90000000		X			Satisfactory
10	0006	01	EL100A	ELEVATOR	030	90000000		X			Satisfactory
10	0007	01	EL1010	ELEVATOR	030	90000000				X	Renovate
10	0008	01	EL1420	ELEVATOR	030	90000000	X				Newly Renovated
10	0009	01	EL116A	ELEVATOR	030	90000000			X		Needs Improvement
10	0010	01	EL140B	ELEVATOR	030	90000000	X				Newly Renovated
10	0017	01	EL1500	ELEVATOR	030	90000000			X		Needs Improvement
10	0017	01	EL1540	ELEVATOR	030	90000000				X	Renovate
10	0017	01	EL1550	ELEVATOR	030	90000000				X	Renovate
10	0021	01	EL129A	ELEVATOR	030	90000000			X		Needs Improvement
10	1008	01	EL1010	ELEVATOR	030	90000000			X		Needs Improvement
10	1008	01	EL1020	ELEVATOR	030	90000000			X		Needs Improvement
10	1008	01	EL1340	ELEVATOR	030	90000000		X			Satisfactory
10	1970	01	EL1070	ELEVATOR	030	90000000				X	Renovate
10	1970	01	EL1080	ELEVATOR	030	90000000				X	Renovate
11	0033	01	EL125A	ELEVATOR	030	90000000				X	Renovate
11	0033	01	EL125B	ELEVATOR	030	90000000			X		Needs Improvement
11	0033	01	EL125C	ELEVATOR	030	90000000				X	Renovate
11	0033	01	EL125D	ELEVATOR	030	90000000			X		Needs Improvement
11	0033	01	EL125E	ELEVATOR	030	90000000			X		Needs Improvement

BUDGET APPROVALS

- Project budgets are based on the most current project costs and compared against the Cost of Construction per the DOE CIP Form.
- Facilities Planning & Capital Budgets establishes the preliminary budget based on the approved scope. Any scope changes or additions that may impact the budget must be reviewed with the AVP and Senior Director for Capital Budgets.
- Facilities Management's expectation is to complete the space up to code and leave it in the best possible condition.

B99 Project Scope & Cost Proposal						
Proposed Classrooms & Laboratories	Qt.	Student Stations	Net Sq. Ft	Total Net Sq. Ft.	Cost per Sq. Ft. $	Total Cost
Aircraft Piloting Lab	4	120	2,250	9,000	900	$ 8,100,000
Airframe Mechanics Lab	1	20	1,591	1,591	900	$ 1,431,900
Avionics Lab	6	120	1,500	9,000	850	$ 7,650,000
Aviation Maintenance Classroom	5		700	3,500	850	$ 2,975,000
Faculty/Staff Offices	19		120	2,280	750	$ 1,710,000
Circulation				1,135	750	$ 851,250
Mechanical/Electrical				1,700	850	$ 1,445,000
					Estimated Cost of Construction	$ 24,163,150
Design Documents (10%)						$ 2,416,315
Permitting (2%)						$ 483,263
Furniture Fixtures and Equipment (15%)						$ 3,624,473
Project Management Services (5%)						$ 1,208,158
					Estimated Cost of Design, Permitting & FF&E	$ 7,732,208
Relocatables					Estimated Cost for Modulars for Offices	$ 1,500,000
					Total	$ 33,395,358
New Construction (Additional Square Footage)						
Remodel (Demolition and Rebuilt)						

*Example of proposed program and cost to request funds.

PROGRAMMING

Meet with the End User

Facilities Planning meets with the end user to understand the project request.

Review Needs & Program Requirements

Evaluate space requirements and programmatic requirements.

Review Electrical & Data Requirements

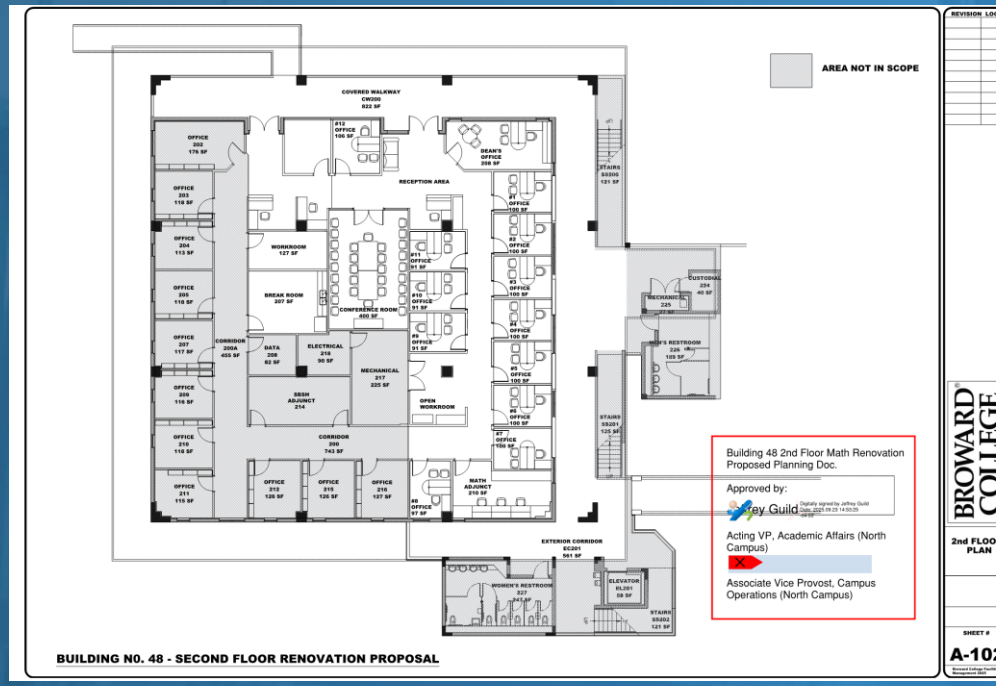
Identify and evaluate electrical, technology, and data infrastructure.

Review HVAC & Mechanical Requirements

Evaluate HVAC, mechanical, plumbing, and other building system.

Develop & Share Proposed Layout

Develop a preliminary layout based on the identified needs and requirements.



Validate Proposal Against Available Budget

Review the proposed scope and confirm alignment with the available project budget.

Obtain Executive-Level Approval

Present the proposed scope, layout, and budget for review and sign-off by the appropriate executive-level manager before proceeding.

Facilities 201

Yeni Aizpurua

Senior Director of Planning

Room Validation • EFIS • D&C Turnover

1



Room Validation

- Educational Space Planning
- Project Manager Coordination
- Room Numbering & Validation
- Space use / NSF & GSF Review

2



EDUCATIONAL FACILITIES INFORMATION SYSTEM (EFIS)

- SREF Required Form Submission
- Construction Documentation

3

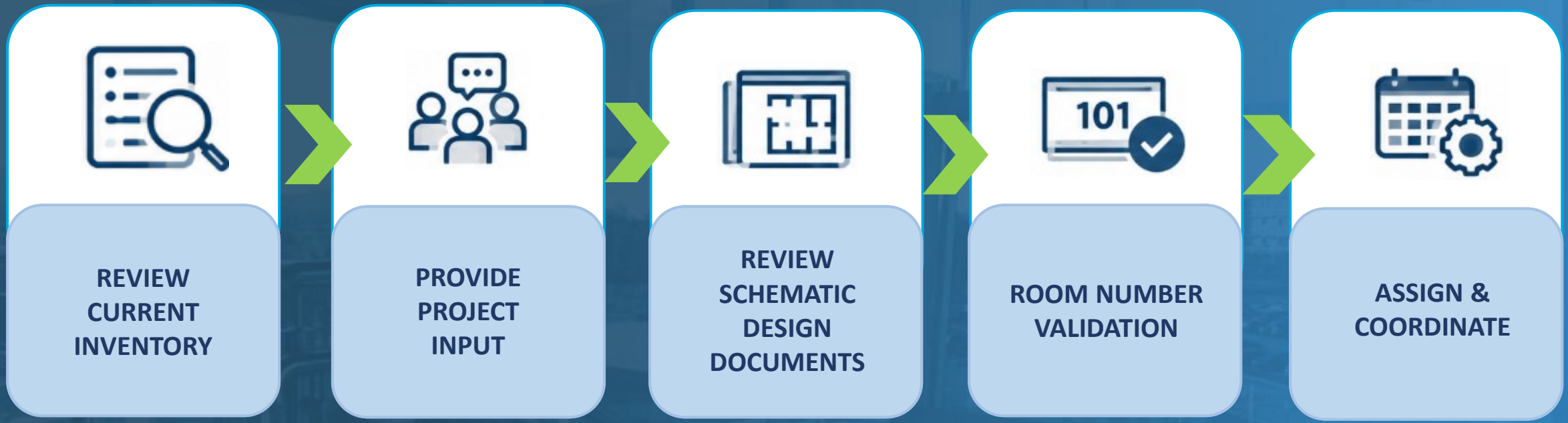


Design & Construction Turnover

- Approved Project Scope & Requirements
- Proposed Layout / Concept
- Budget & Target Completion Date
- Complete Project Turnover Package

BROWARD COLLEGE

ROOM VALIDATION PROCESS



- Reviews proposed room numbers against the Facilities Database to ensure accuracy and prevent duplicates.
- Assigns room numbers for remodel and new construction projects.
- Reviews and marks up plans and validates room numbering before construction begins.

OEF FORMS – WHAT DO WE SUBMIT?

Key forms used throughout the lifecycle

OEF 110A — PROJECT IMPLEMENTATION INFORMATION

- Establishes the project information: scope, budget, SF, design team, and plan review information.

OEF 208A — FACILITY SPACE CHART

- Documents each by space SREF code, room number, NSF, capacity and GSF data.

OEF 208 — LETTER OF TRANSMITTAL

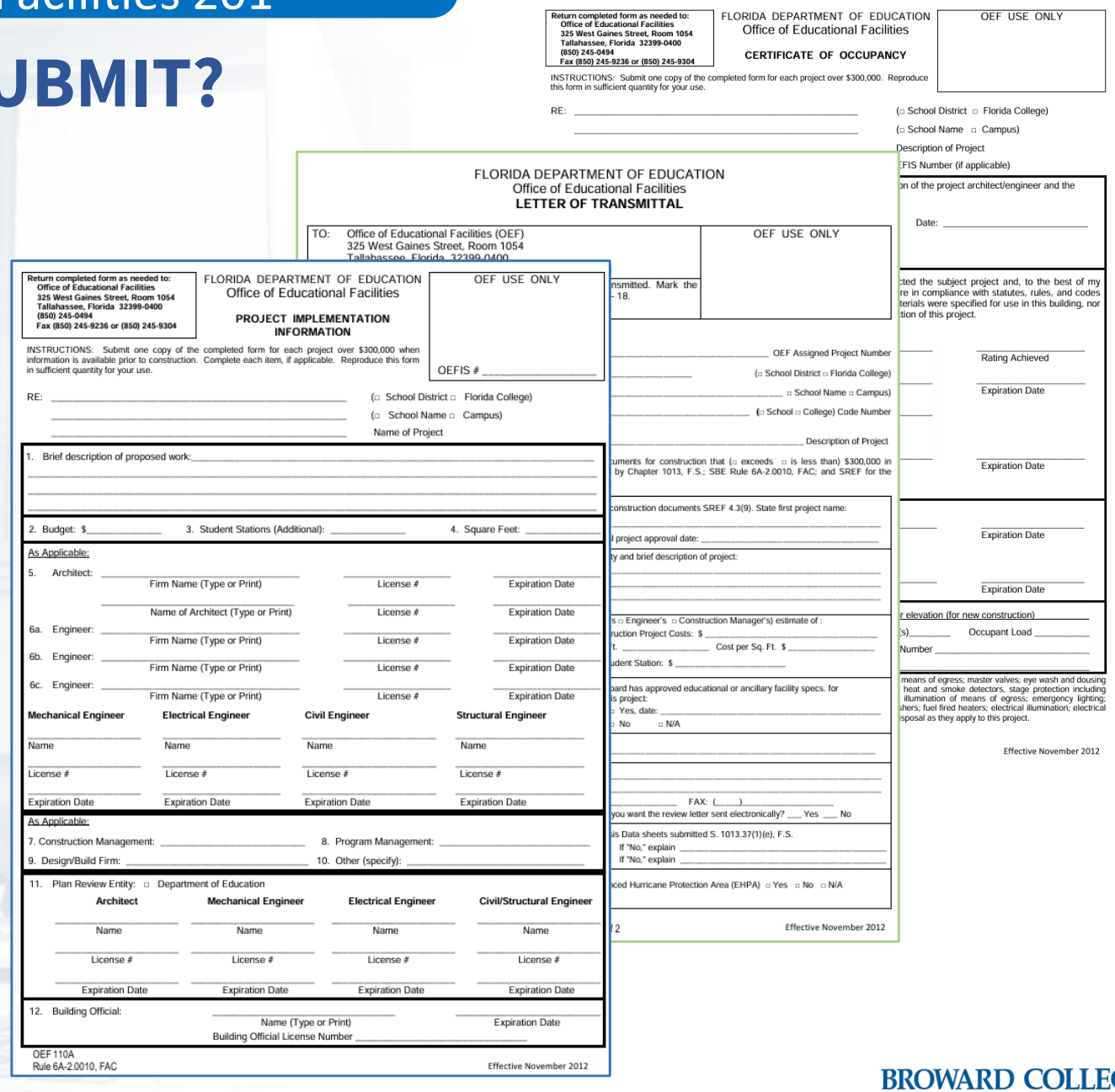
- Formal OEF transmittal identifying the project and documents submitted.

OEF 110B — CERTIFICATE OF OCCUPANCY

- Certifies the project is ready for occupancy and documents approvals.

OEF 209 — CERTIFICATE OF OCCUPANCY

- Certifies the project is ready for occupancy and documents approvals.



FLORIDA DEPARTMENT OF EDUCATION
Office of Educational Facilities
CERTIFICATE OF OCCUPANCY

FLORIDA DEPARTMENT OF EDUCATION
Office of Educational Facilities
LETTER OF TRANSMITTAL

FLORIDA DEPARTMENT OF EDUCATION
Office of Educational Facilities
PROJECT IMPLEMENTATION INFORMATION

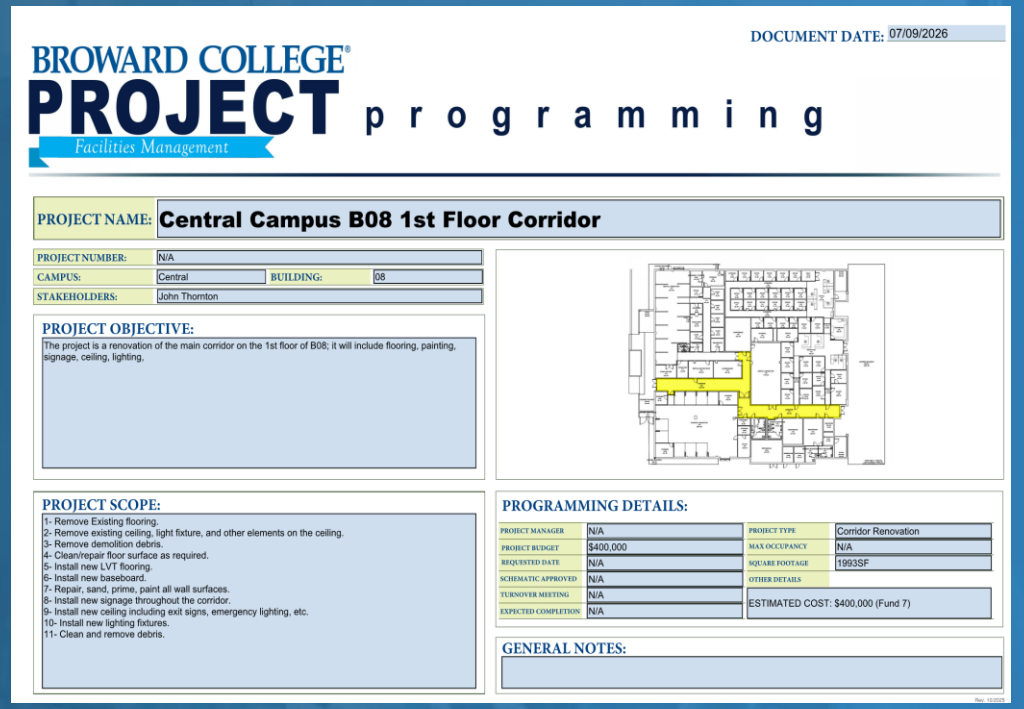
OEF 110A
Rule 6A-2.0010, FAC
Effective November 2012

Facilities 201

DESIGN & CONSTRUCTION TURN OVER

FROM APPROVED SCOPE | TO PROJECT PROGRAMMING | TO D&C IMPLEMENTATION

FY 2026-2027						
Campus	Project Number	Project Name	Project Manager	Previous Funding	FY 26-27 Funding	Total
CW	0000-C25-03.0	Elevators Assessment	Jose Pena	$ -	$ 80,000	$ 80,000
Central	1005-C26-01.0	B05 West Roof Replacement	Lisa Martin	$ -	$ 500,000	$ 500,000
Central	1008-C25-02.0	B08 1st Floor Corridor	Nelson Goris	$ -	$ 400,000	$ 400,000
Central	1013-P26-01.0	B13 Furniture Upgrades	Patricia Beltran	$ -	$ 200,000	$ 200,000
Central	1019-C24-01.0	B19 Turnaround/Drop-Off Design	Juan Rosa	$ -	$ 100,000	$ 100,000
Central	1021-C24-01.0	B21 Restroom, Shower, and Locker Room Re	Juan Rosa	$ 1,000,000	$ 1,000,000	$ 2,000,000
Central	1011-C25-01.0	B11 Building Construction Improvements	Nelson Goris	$ 300,000	$ 400,000	$ 700,000
Central	1000-M25-01.0	Walkway Lighting Improvements	Ryan Powell	$ -	$ 125,000	$ 125,000
North	2000-C23-01.0	B56 & B57 Remodel Into STEM & Nursing Ex	Nelson Goris	$ 30,702,219	$ 11,700,000	$ 42,402,219
North	2000-M26-01.0	B50 Kiln Installation	Ryan Powell	$ -	$ 50,000	$ 50,000
North	2062-C25-01.0	B62 Art Gallery	Nelson Goris	$ 500,000		$ 500,000
South	3070-C25-01.0	B70 2nd Floor Remodel, Phase 2	Robert Bellot	$ 2,000,000	$ 1,000,000	$ 3,000,000
South	3071-C25-03.0	B71 Restroom Renovation	Juan Rosa	$ 500,000	$ 500,000	$ 1,000,000
		Student Activity Fee				
Central	OP-27-010	B19 Patio Improvements	Juan Rosa	$ -	$ 1,050,000	$ 1,050,000
North	OP-27-020	Tennis Court Improvement	Nelson Goris	$ -	$ 600,000	$ 600,000
South	OP-27-030	B68 Student Lounge Furniture	Patricia Beltran	$ -	$ 200,000	$ 200,000
South	OP-27-030	B65 Gym Improvements	Robert Bellot	$ -	$ 1,150,000	$ 1,150,000



BROWARD COLLEGE®
PROJECT programming
Facilities Management

DOCUMENT DATE: 07/09/2026

PROJECT NAME: Central Campus B08 1st Floor Corridor

PROJECT NUMBER: N/A
CAMPUS: Central BUILDING: 08
STAKEHOLDERS: John Thornton

PROJECT OBJECTIVE:
The project is a renovation of the main corridor on the 1st floor of B08; it will include flooring, painting, signage, ceiling, lighting.

PROJECT SCOPE:
1- Remove Existing flooring.
2- Remove existing ceiling, light fixture, and other elements on the ceiling.
3- Remove demolition debris.
4- Clean/repair floor surface as required.
5- Install new LVT flooring.
6- Install new baseboard.
7- Repair, sand, prime, paint all wall surfaces.
8- Install new signage throughout the corridor.
9- Install new ceiling including exit signs, emergency lighting, etc.
10- Install new lighting fixtures.
11- Clean and remove debris.

PROGRAMMING DETAILS:

PROJECT MANAGER	N/A	PROJECT TYPE	Corridor Renovation
PROJECT BUDGET	$400,000	MAX OCCUPANCY	N/A
REQUESTED DATE	N/A	SQUARE FOOTAGE	1993SF
SCHEMATIC APPROVED	N/A	OTHER DETAILS	
TURNOVER MEETING	N/A	ESTIMATED COST: $400,000 (Fund 7)	
EXPECTED COMPLETION	N/A		

GENERAL NOTES:

1. Once budget is identified and approved.
2. Planning meets with the D&C Team to review next fiscal year projects.
3. Programing documentation is sent to each individual SPM copy AVP Jorge Rodriguez.

Patricia Beltran

Senior Facilities Planner

Design Standards: Signage, Finishes, Restrooms

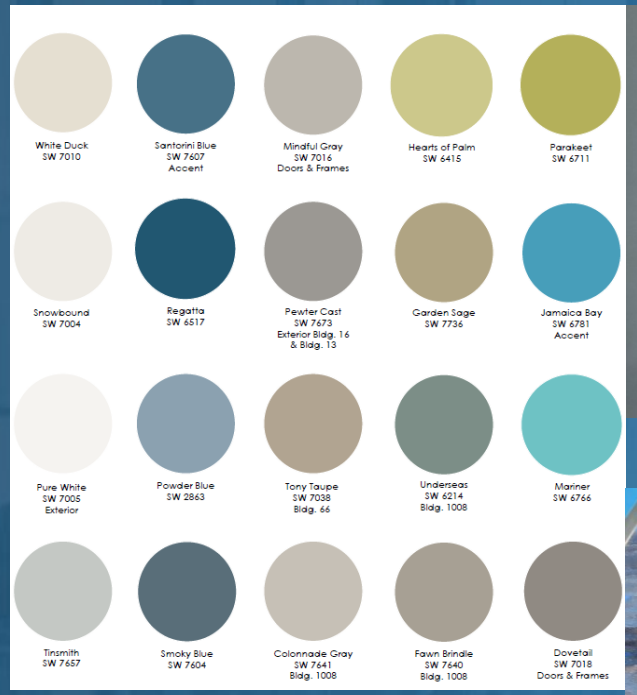


FINISHES

Material & Finishes Coordination

Standards Broward College Finishes

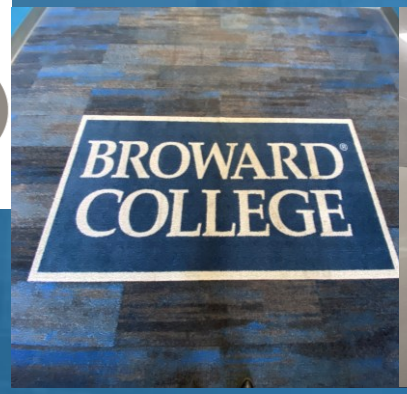
- Implement standard colors for Collegewide renovations and new construction
- Coordination of furniture finishes with millwork and laminates/finishes
- Material & Finishes Samples to be provided
- Submittal approvals
- Architect responsible to provide Finish Floor Plans and Finish Board



Collegewide Approved Colors
Sherwin Williams



LVT Flooring | Corridors



Walk-off Carpet | Logo



Restrooms

FF&E Fixture, Furniture & Equipment

Furniture plans coordinated by Architect & BC Facilities Planner prior to 50% CD Issuance

BC Facilities Planner will generate FF&E list with end-user

Equipment list will be provided to CM to coordinate blocking/backing as required

AV Standards – BC team puts together the AV package and select the vendor per BC agreed contract

Items may be relocated from other buildings, require coordination with A&E and CM

FF&E Procurement process BC order the furniture and coordinate delivery dates with Vendor and PM

FF&E Delivery and Installation dates shall be incorporated into the project schedule

Inspect, don't expect



- Computer Classroom - Power Tables layout , electrical components, power/data connections
- Coordinate equipment - PC size? All in one? Monitor size?
- Additional equipment - Any other equipment being powered at tables?
- Student stations per room – required per academic program. Can't change throughout the project. – rooms waiting to be scheduled.

SIGNAGE & GRAPHICS

Initial
- Department and Project needs
- Site Visits | Coordination with Vendor

Plan
- ADA Signage location
- Plan Review

Proofs
- Review Proofs – BC Standards
- Artwork from Marketing Department

Approval
- Final Approvals
- Delivery & Installation Coordination

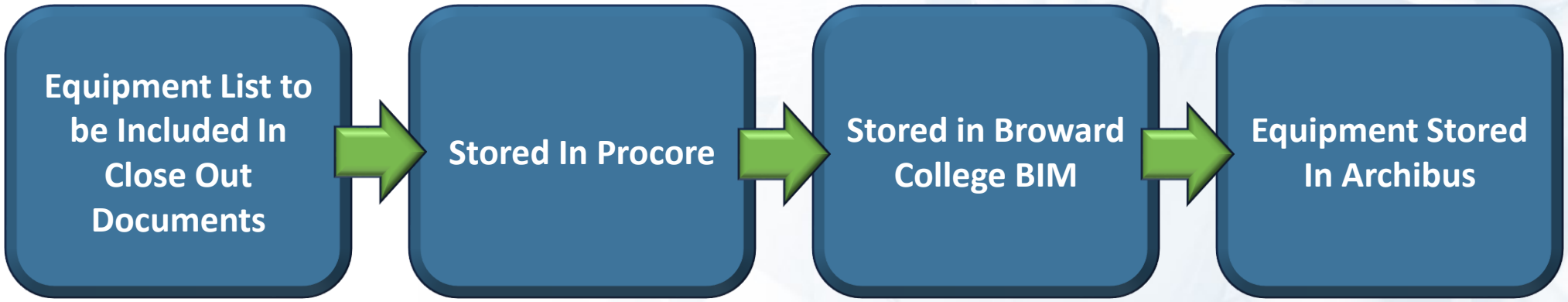




Jose Pena

Facilities Software Administrator

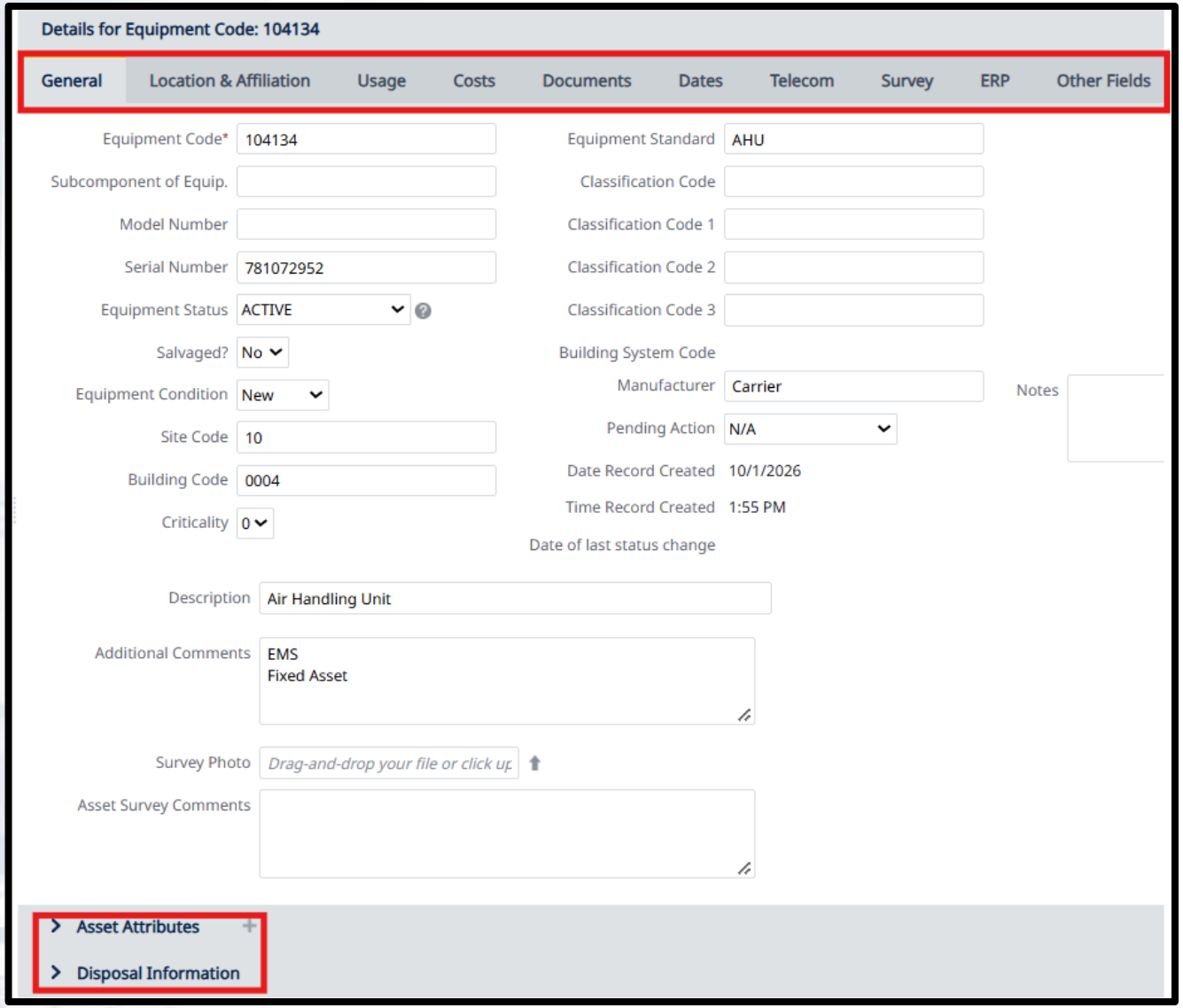
Equipment List



*New Software Will Replace Archibus

Defining Major Equipment (Archibus)

- Equipment Information is manually stored in Archibus.
- Equipment location, model/serial number, description, cost, PO, warranty, lifespan, photos, etc..
- Status of equipment is tracked, such as active, broken, or disposed.
- Equipment can be searched by location.



Major Equipment Data Purpose

- Archibus generates preventative maintenance work requests to inspect equipment & assure functionality to meet their expected lifespan.
- Preventative maintenance determines whether equipment requires maintenance, repair, or replacement.
- Archibus also stores equipment warranties for when repair is needed.



Guest Speakers

VIA Design Studio

Ana Paula Pirondi, Managing Partner

SGM ENGINEERING

Bobby Shahnami President, PE, CxA, LEED® AP BD+C

Manuel Hernandez, P.E.

Facilities 201

Ana Paula – VIA Design

Managing Partner – The Architect's Perspective



BROWARD COLLEGE

BROWARD COLLEGE

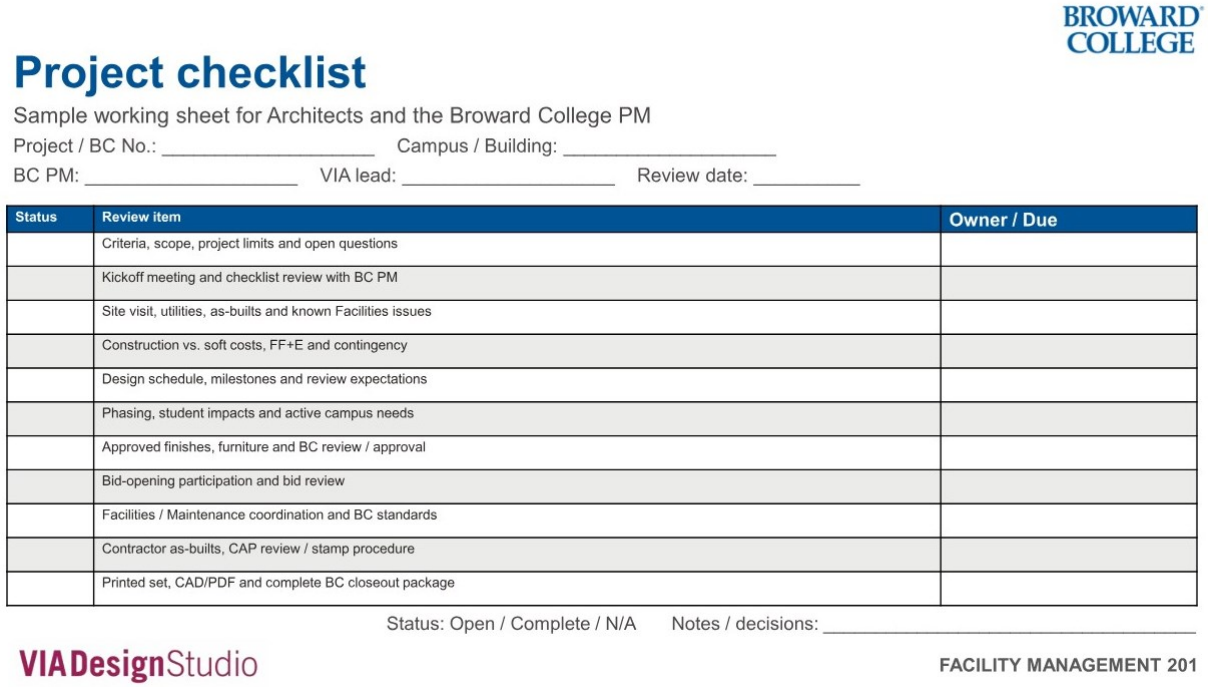
Design Criteria and Project Kickoff

1 Criteria and Scope
Review applicable BC standards, overall scope, project limits and open questions

2 Pre-planning Meeting
Set the kickoff with the BC PM
Identify decision makers, missing information and owners

3 Site Verification
Walk the site. Check utilities and existing conditions
Obtain as-builts and field verify

4 Facilities Input
Ask Facilities and Maintenance about known issues
Review the project checklist with BC PM



BROWARD COLLEGE

Project checklist

Sample working sheet for Architects and the Broward College PM

Project / BC No.: _____ Campus / Building: _____

BC PM: _____ VIA lead: _____ Review date: _____

Status	Review item	Owner / Due
	Criteria, scope, project limits and open questions	
	Kickoff meeting and checklist review with BC PM	
	Site visit, utilities, as-builts and known Facilities issues	
	Construction vs. soft costs, FF+E and contingency	
	Design schedule, milestones and review expectations	
	Phasing, student impacts and active campus needs	
	Approved finishes, furniture and BC review / approval	
	Bid-opening participation and bid review	
	Facilities / Maintenance coordination and BC standards	
	Contractor as-builts, CAP review / stamp procedure	
	Printed set, CAD/PDF and complete BC closeout package	

Status: Open / Complete / N/A Notes / decisions: _____

VIADesignStudio

FACILITY MANAGEMENT 201

Design Scope and Budget

An agreed cost breakdown sets the limits for design
PHASE 1 and PHASE 2

1 Construction Budget

Confirm construction cost, included work
and **total project budget**

2 Soft Costs

Separate fees: surveys, testing, permitting
and other owner costs from construction

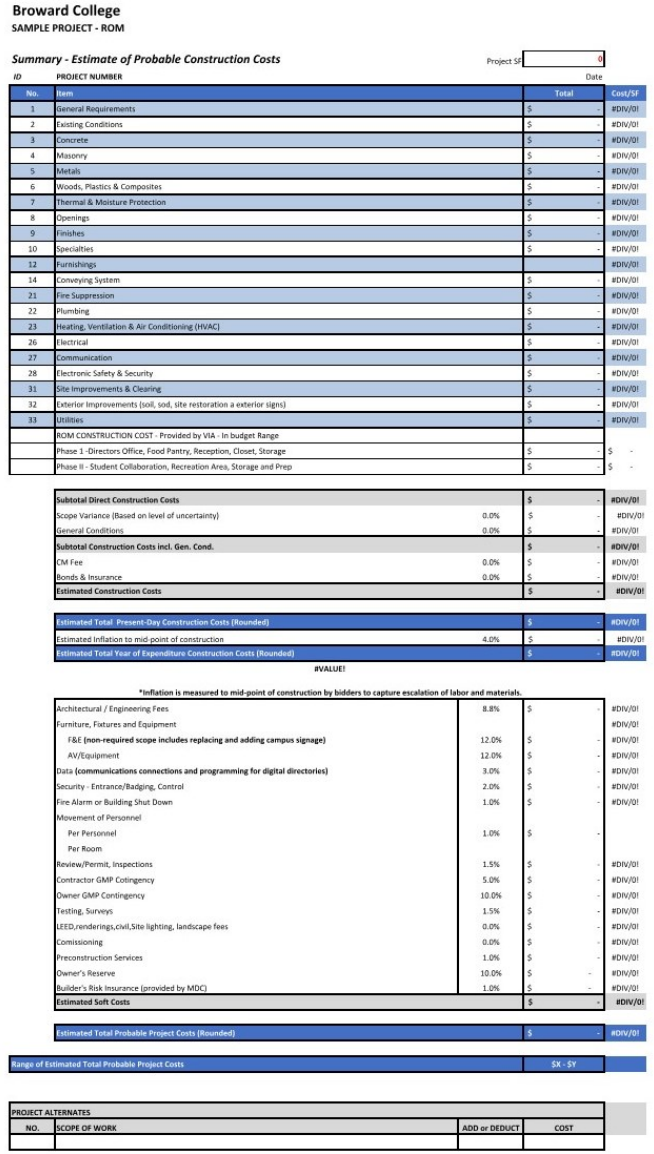
3 FF+E Budget

Confirm furniture, fixtures and equipment
allowance and procurement owner

4 Contingency and Scope

Confirm contingency amount
Record limits and exclusions

PM confirmation: approved budget breakdown and a written scope baseline



Broward College
SAMPLE PROJECT - ROM

Summary - Estimate of Probable Construction Costs

Project SF: 0

ID | PROJECT NUMBER | Date

No.	Item	Total	Cost/SF
1	General Requirements	$ -	#DIV/0!
2	Existing Conditions	$ -	#DIV/0!
3	Concrete	$ -	#DIV/0!
4	Masonry	$ -	#DIV/0!
5	Metals	$ -	#DIV/0!
6	Woods, Plastics & Composites	$ -	#DIV/0!
7	Thermal & Moisture Protection	$ -	#DIV/0!
8	Openings	$ -	#DIV/0!
9	Finishes	$ -	#DIV/0!
10	Specialties	$ -	#DIV/0!
12	Furnishings		#DIV/0!
14	Conveying System	$ -	#DIV/0!
21	Fire Suppression	$ -	#DIV/0!
22	Plumbing	$ -	#DIV/0!
23	Heating, Ventilation & Air Conditioning (HVAC)	$ -	#DIV/0!
26	Electrical	$ -	#DIV/0!
27	Communication	$ -	#DIV/0!
28	Electronic Safety & Security	$ -	#DIV/0!
31	Site Improvements & Clearing	$ -	#DIV/0!
32	Exterior Improvements (soil, sod, site restoration a exterior signs)	$ -	#DIV/0!
33	Utilities	$ -	#DIV/0!
	ROM CONSTRUCTION COST - Provided by VIA - In budget Range		
	Phase 1 -Directors Office, Food Pantry, Reception, Closet, Storage	$ -	$ -
	Phase II - Student Collaboration, Recreation Area, Storage and Prep	$ -	$ -

Subtotal Direct Construction Costs		$ -	#DIV/0!
Scope Variance (Based on level of uncertainty)	0.0%	$ -	#DIV/0!
General Conditions	0.0%	$ -	#DIV/0!
Subtotal Construction Costs incl. Gen. Cond.		$ -	#DIV/0!
CM Fee	0.0%	$ -	#DIV/0!
Bonds & Insurance	0.0%	$ -	#DIV/0!
Estimated Construction Costs		$ -	#DIV/0!
Estimated Total Present-Day Construction Costs (Rounded)		$ -	#DIV/0!
Estimated Inflation to mid-point of construction	4.0%	$ -	#DIV/0!
Estimated Total Year of Expenditure Construction Costs (Rounded)		$ -	#DIV/0!

#VALUE!

*Inflation is measured to mid-point of construction by bidders to capture escalation of labor and materials.

Architectural / Engineering Fees	8.8%	$ -	#DIV/0!
Furniture, Fixtures and Equipment			#DIV/0!
F&E (non-required scope includes replacing and adding campus signage)	12.0%	$ -	#DIV/0!
AV/Equipment	12.0%	$ -	#DIV/0!
Data (communications connections and programming for digital directories)	3.0%	$ -	#DIV/0!
Security - Entrance/Badging, Control	2.0%	$ -	#DIV/0!
Fire Alarm or Building Shut Down	1.0%	$ -	#DIV/0!
Movement of Personnel			
Per Personnel	1.0%	$ -	
Per Room			
Review/Permit, Inspections	1.5%	$ -	#DIV/0!
Contractor GMP Cotingency	5.0%	$ -	#DIV/0!
Owner GMP Contingency	10.0%	$ -	#DIV/0!
Testing, Surveys	1.5%	$ -	#DIV/0!
LEED,renderings,civil,Site lighting, landscape fees	0.0%	$ -	#DIV/0!
Comissioning	0.0%	$ -	#DIV/0!
Preconstruction Services	1.0%	$ -	#DIV/0!
Owner's Reserve	10.0%	$ -	#DIV/0!
Builder's Risk Insurance (provided by MDC)	1.0%	$ -	#DIV/0!
Estimated Soft Costs		$ -	#DIV/0!
Estimated Total Probable Project Costs (Rounded)		$ -	#DIV/0!
Range of Estimated Total Probable Project Costs		$X - $Y	

PROJECT ALTERNATES			
NO.	SCOPE OF WORK	ADD or DEDUCT	COST

VIA DesignStudio

Schedule, Milestones and Campus needs

1 Design Schedule
Confirm start, review periods and deliverable dates with the BC PM

2 Milestones and Expectations
Agree on design submissions, cost checks and approvals
Define review responsibilities - MATRIX

3 Phasing
Sequence work, temporary relocations (swing space) and utility shutdowns with Facilities

4 Students and Campus Operations
Coordinate class schedules, exams, access, noise and continued use of occupied spaces

VIA DesignStudio — BROWARD COLLEGE

B-48 Office Relocations
Broward College North Campus / Project 2048-C25-01.0 / 05.06.26

Item	Name	Email	Company	Attendance
1	Jorge Rodriguez	jrodri11@broward.edu	Broward College	
2	Rober Bellot	rbellot@broward.edu	Broward College	X
3	Nelson Goris	ngoris@broward.edu	Broward College	
4	Andres Aguero	aaguero@floridalemark.com	Florida Lemark	X
5	Carmen Tineo	CTineo@floridalemark.com	Florida Lemark	X
6	Venkatramana Gundedwad	VGundedwad@floridalemark.com	Florida Lemark	
7	Ana Teresa Lorenzo	anateresa@viadesignstudio.com	VIA Design Studio	
8	Jessica Dayoub	jessica@viadesignstudio.com	VIA Design Studio	X

Item	Action Items	Action by	Date	Notes
1	Schematic Design comments were received from BC on 01.15. VDS is proceeding to the next phase. 90% CDs due on 02.13	VDS	01.21.26	VDS submitted to BC on 02.13 and received comments on the 90% CDs on 02.25
2	Maker space on 2nd floor of B-48 will be relocated to the 3rd floor of B-48. BC to confirm	BC	01.21.26	01.28.26 Temporary relocation of the maker space to the 3rd floor 02.11.26 The relocation of the maker space will not affect this project
3	Finishes provided by BC in schematic review. Pending ACT information	BC	01.21.26	01.28.26 - VDS will follow design criteria for ACT
4	VDS + Florida Lemark requested any shop drawing from previous renovation, specially doors and windows	BC	01.21.26	01.28.26 - No shop drawings available. BC will continue searching; VDS to proceed with matching existing conditions and meeting with approved manufacturers
5	A site visit will be scheduled with all consultants	ALL	01.21.26	01.28.26 VDS to confirm date for site visit
6	Bid advertisement procedures and templated to be revised by Florida Lemark	FL	01.21.26	02.11.26 Contractor sent proposal to BC 02.25.26 Bid advertisement is being coordinated with BC and Contractor

PM confirmation: milestone schedule, review windows and campus phasing plan

VIA DesignStudio

FF+E, Permitting and Bidding

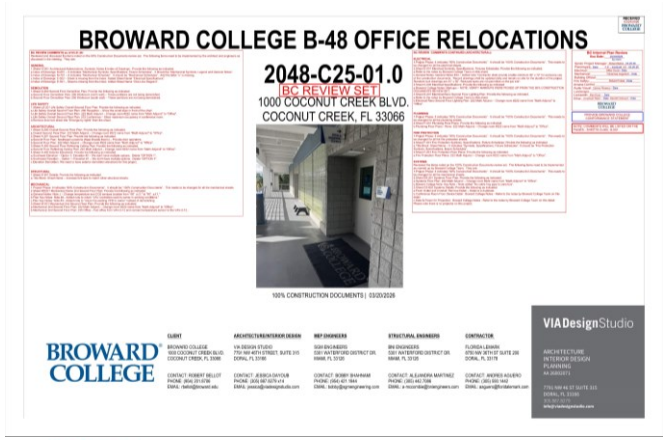
Approved selections and coordinated documents support procurement

1 FF+E

Coordinate FF+E selection before design
Confirm required and approved finishes
Select furniture with BC stakeholders
Coordinate layouts, power, data and AV

2 Building Permit and Bidding

Facilities/ Maintenance Comment Responses
Participate in bid opening
Support bid review with BC PM
Clarify design questions and alternates
Check scope and budget alignment



VIADesignStudio BROWARD COLLEGE

B-48 Office Relocations

Broward College North Campus / Project 2048-C25-01.0 / 04.15.26

100% BC REVIEW COMMENTS as of 03.31.26:

Reviewed and discussed the items noted on the 90% Construction Documents review set. The following items need to be implemented by the architect and engineers as discussed in the meeting. They are:

Item	GENERAL	ANSWER
Sheet G-001 Architectural Abbreviations, Symbols, Notes & Index of Drawings : Provide the following as indicated.		
1	Index of Drawings: M-001 – It indicates "Mechanical Symbols, Specifications, Fixture Schedules". It should be "Mechanical Symbols, Legend and General Notes".	Index line M-001 was change to "Mechanical Symbols, Legend and General Notes"
2	Index of Drawings: M-701 – It indicates "Mechanical Schedule". It should be "Mechanical Schedules". Add the letter "s" is missing.	Index line M-701 was corrected.
3	Index of Drawings: E-002 – Sheet is missing from the index. Added Sheet Name "Electrical Specifications".	Missing sheet was added to the index
4	Index of Drawings: E-501 – Sheet is missing from the index. Added Sheet Name "One Line Diagram".	Missing sheet was added to the index
DEMOLITION		
Sheet D-200 Second Floor Demolition Plan: Provide the following as indicated.		
5	Second Floor Demolition Plan: 206 Workroom (north wall) – These partitions are not being demolished.	Discussed in meeting on 04/01/2026, the walls will be demolished
6	Second Floor Demolition Plan: 206 Workroom (south wall) – These partitions are not being demolished.	Discussed in meeting on 04/01/2026, the walls will be demolished
LIFE SAFETY		
Sheet LS-201 Life Safety Overall Second Floor Plan: Provide the following as indicated.		
7	Life Safety Overall Second Floor Plan: 200 Reception – Show the small desk in front of the chair.	Desk is now shown on plan
8	Life Safety Overall Second Floor Plan: 222 Math Adjunct – Change room #222 name from "Math Adjunct" to "Office".	Room 222 name changed to Office

Review package: finish board, furniture layout and recorded approvals

VIADesignStudio

Construction Coordination

BC standards remain part of every review and field decision

1 Facilities and Maintenance

Coordinate access, shutdowns, system tie-ins and service needs through the BC PM

2 Standards Throughout the Work

Review materials and substitutions with BC standards

3 Architect Administration

OAC meetings

4 Records and Handover Readiness

Track changes in Procore

Review as-built progress and coordinate punch list





PM confirmation: open issues, responsible parties and the next required decisions

Closeout and record drawings

A complete record supports future operations and maintenance

1 Contractor record set

Collect contractor's as-builts and incorporate final changes into a coordinated record set

2 Review and CAP submission

Coordinate BC PM and design-team review
Submit to CAP for review and approval stamping

3 Delivery to Broward College

Provide the printed set
Provide CAD/PDF files through Procore





Closing – Q & A's



Facilities 201

Bobby Shahnami – SGM





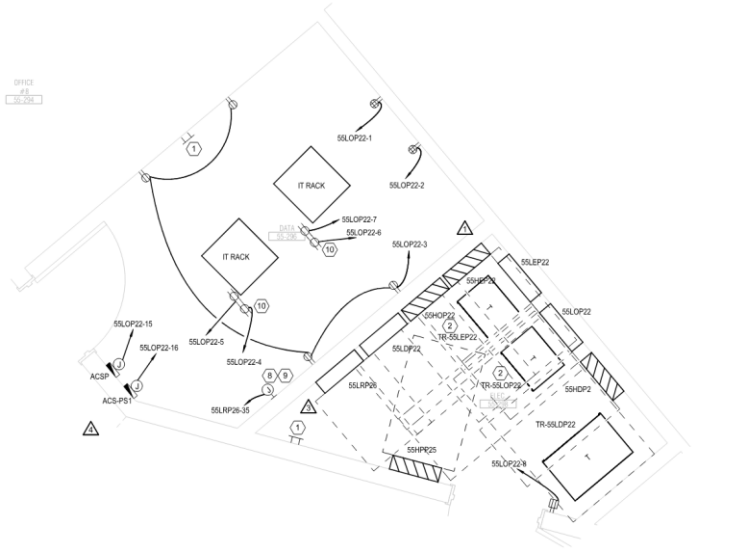




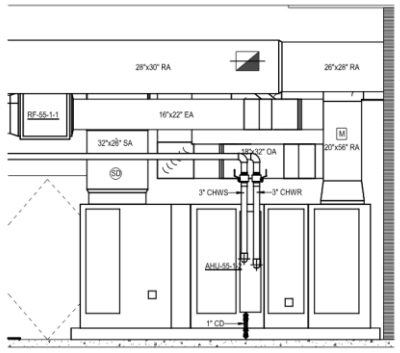
BROWARD COLLEGE

DESIGN: What stands out?

- Engineer designs, contractor executes: both shown in the contract documents
- Low voltage is turnkey: full A/E design, not raceway and boxes only
- Minimum sizes and locations added for electrical and telecom rooms; early allocation during programming is required
- HVAC: no rooftop air handlers, no plenum returns, no mini-split systems in electrical or telecom rooms
- Renovations: maintenance reports, flow test, fire alarm troubles, and test and balance before design
- Upgrades scale with scope; meet early with the BCPM, where standards can be varied but code is never compromised



3 E401 TYPICAL ENLARGED ELECTRICAL/TELECOM ROOM
1/2" = 1'-0"



2 M402 TYPICAL MECHANICAL ROOM ELEVATION
3/8" = 1'-0"

BIDDING: What stands out?

- Construction specifications: project manual or specs on sheets
- Coordination, short-circuit and arc flash study as a bid item
- College-standard systems: Notifier fire alarm, Andover BAS, Yaskawa VFDs, Advance Controls “N-Light" networked lighting controls
- Fire alarm allowance for AHJ coverage requirements
- Contractor CAD as-builts included in the GMP
- All VE items need to be approved by BC Facilities in writing





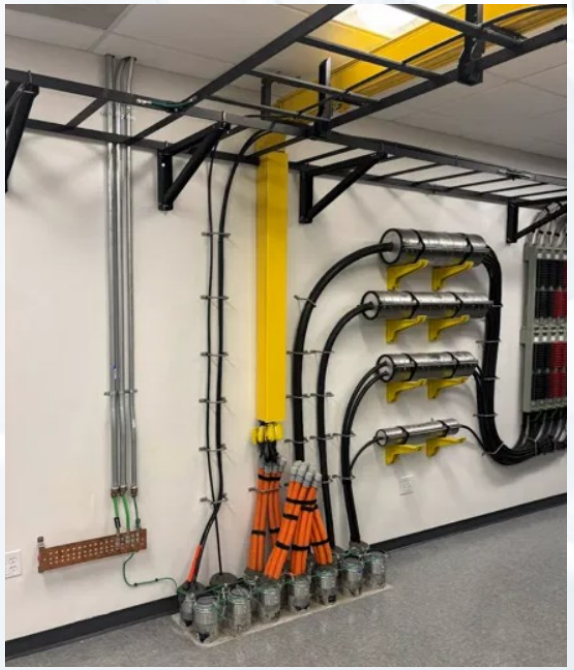
CONSTRUCTION: What stands out?

- Temporary power and cooling coordinated early in the project schedule
- Coordinated shop drawings before fabrication: rooms at 1/2", ductwork and AHUs at 1/4"
- Mandatory pre-installation meeting with all trades
- Electrical study approved before equipment is purchased
- Shutdowns coordinated in advance; fire alarm phasing in occupied buildings
- Full emergency-mode pretest before the State Fire Marshal inspection



CLOSE OUT: What stands out?

- All inspections complete and punch list open items closed
- As-builts in CAD and PDF within the required timeframe; incomplete sets hold pay applications, retainage and closeout
- TAB and BAS trend verification, ERRES inspection, Fire Alarm testing, Grounding Resistance and Megger tests.
- O&M manuals, maintenance schedule and videotaped training
- Typed panel directories, arc flash labels, posted valve schedules





BUILDING CODE CONSULTANTS

cap government

(New Capital Work)

M.T. CAUSLEY, LLC.
A SAFEbuilt COMPANY

(Annual Maintenance Permit)

BUILDING CODE CONSULTANT - MT CAUSLEY

Otto J. Letzelter Building Official - Email: oletzelter@cgasolutions.com

- GOV Easy Portal online Plan Review and Inspections Portal
- BC PM to provide email list of individuals to be copied on Plan review comment reports and inspection scheduling and inspection results to
- Email Nicole Ingersoll ningersoll@cgasolutions.com MTC Permit Technician |1800 Eller Drive| Suite 600|Ft Lauderdale, FL 33316 |Direct: 954.865.2432 (cell)

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

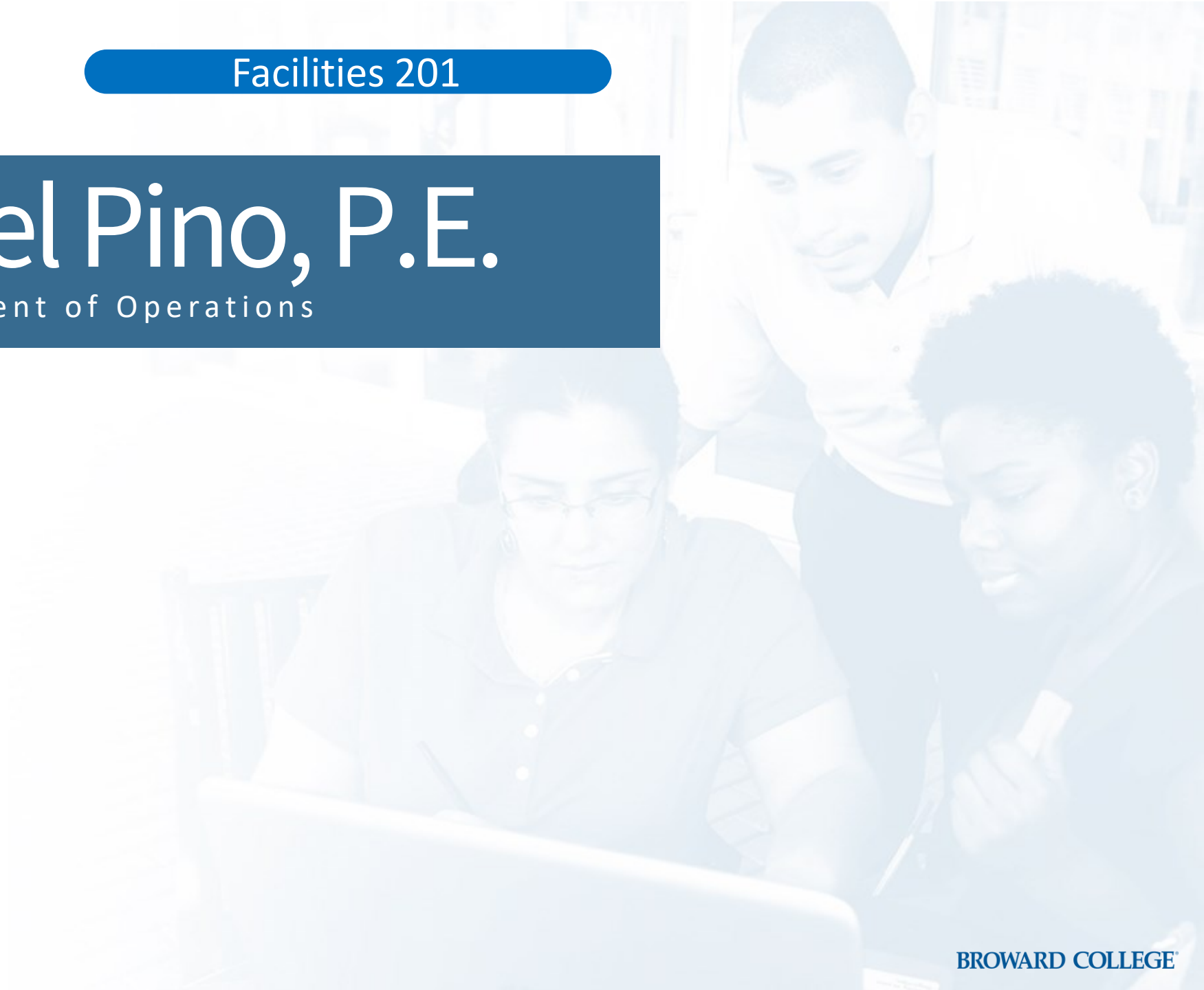
Vendor Building Code Administration

Cell: 954.659.3371

Facilities 201

Carlos Del Pino, P.E.

Vice President of Operations



BROWARD COLLEGE

Broward College

Permitting Process: Plans Review & Inspections

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

cap government
A Bureau Veritas Company

BROWARD COLLEGE

capfla.com

AGENDA

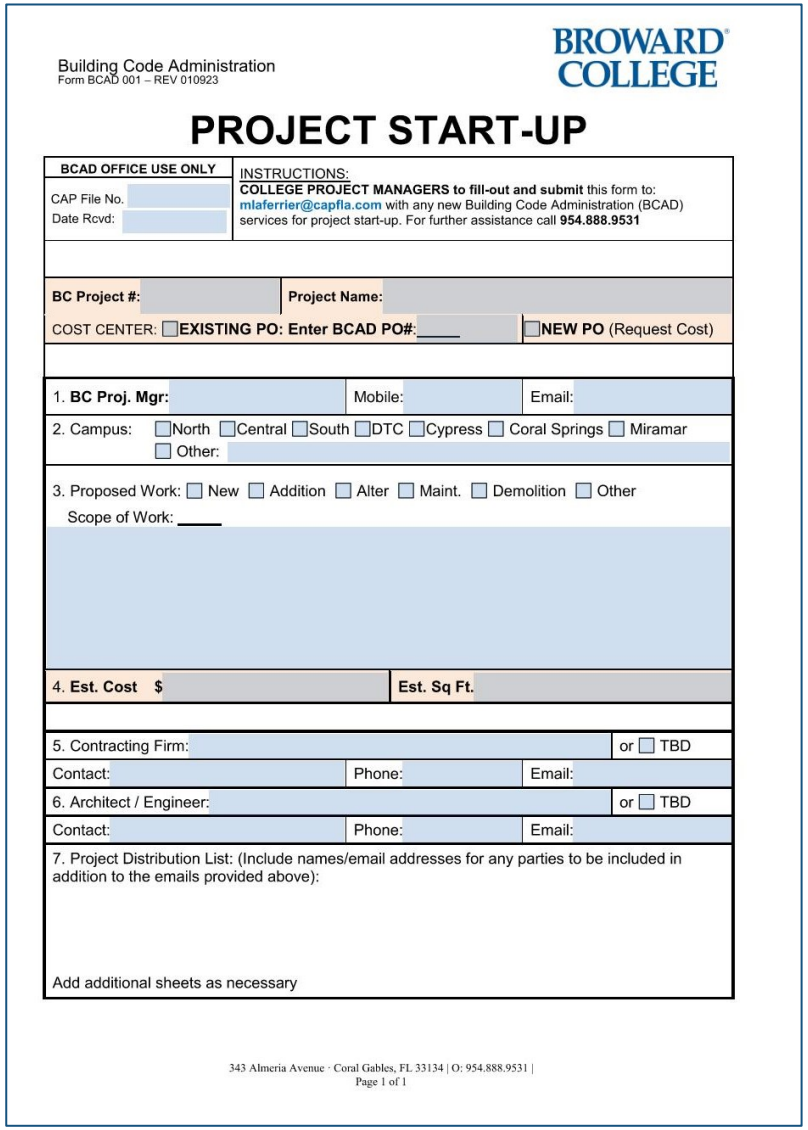
- Start-Up Broward College Form
- CAP EPR Procore
- Broward College Permit Process
- Inspections
- Closeout Forms

START-UP FORM

BC Project Manager initiates Start-Up Form. At that time BC directs CAP Government to provide Project Fee Estimate.

Project specifics are provided: sketches, pictures and generic information, inclusive of estimated construction cost and duration.

Contracting Firm and AOR or EOR may be provided.



Building Code Administration
Form BCAD 001 – REV 010923

BROWARD COLLEGE

PROJECT START-UP

BCAD OFFICE USE ONLY	INSTRUCTIONS:
CAP File No. Date Rcvd:	**COLLEGE PROJECT MANAGERS to fill-out and submit** this form to: mlaferrier@capfla.com with any new Building Code Administration (BCAD) services for project start-up. For further assistance call **954.888.9531**

BC Project #: | **Project Name:**

COST CENTER: ☐ **EXISTING PO: Enter BCAD PO#:**____ ☐ **NEW PO** (Request Cost)

1. **BC Proj. Mgr:** | Mobile: | Email:

2. Campus: ☐North ☐Central ☐South ☐DTC ☐Cypress ☐ Coral Springs ☐ Miramar ☐ Other:

3. Proposed Work: ☐ New ☐ Addition ☐ Alter ☐ Maint. ☐ Demolition ☐ Other
Scope of Work: ____

4. **Est. Cost $** | **Est. Sq Ft.**

5. Contracting Firm: | or ☐ TBD

Contact: | Phone: | Email:

6. Architect / Engineer: | or ☐ TBD

Contact: | Phone: | Email:

7. Project Distribution List: (Include names/email addresses for any parties to be included in addition to the emails provided above):

Add additional sheets as necessary

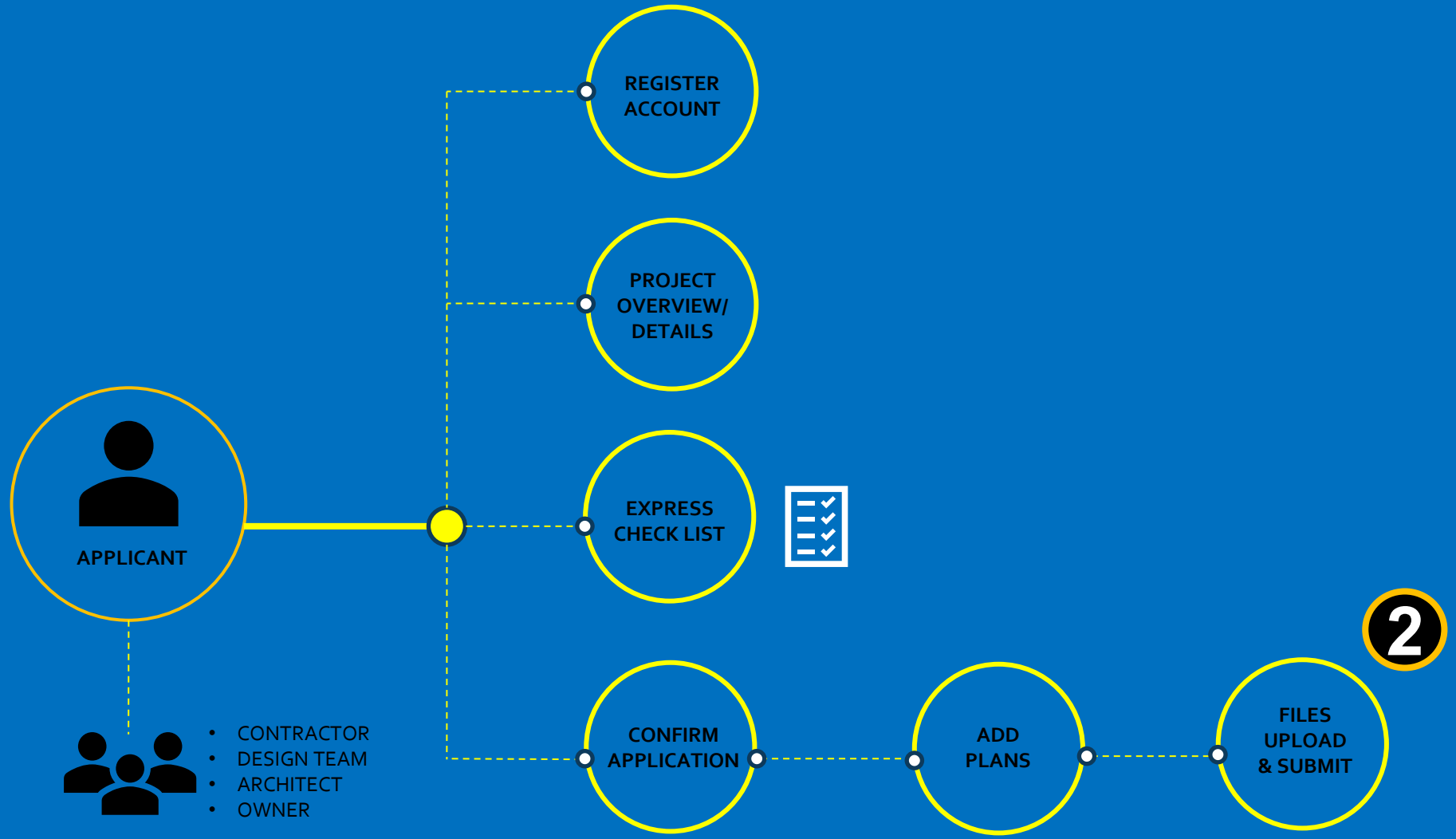
343 Almeria Avenue · Coral Gables, FL 33134 | O: 954.888.9531 |
Page 1 of 1

ELECTRONIC PLAN REVIEW SYSTEM



1

Prepare Online Application



1

Prepare Online Application

APPLICANT

- CONTRACTOR
- DESIGN TEAM
- ARCHITECT
- OWNER

REGISTER ACCOUNT

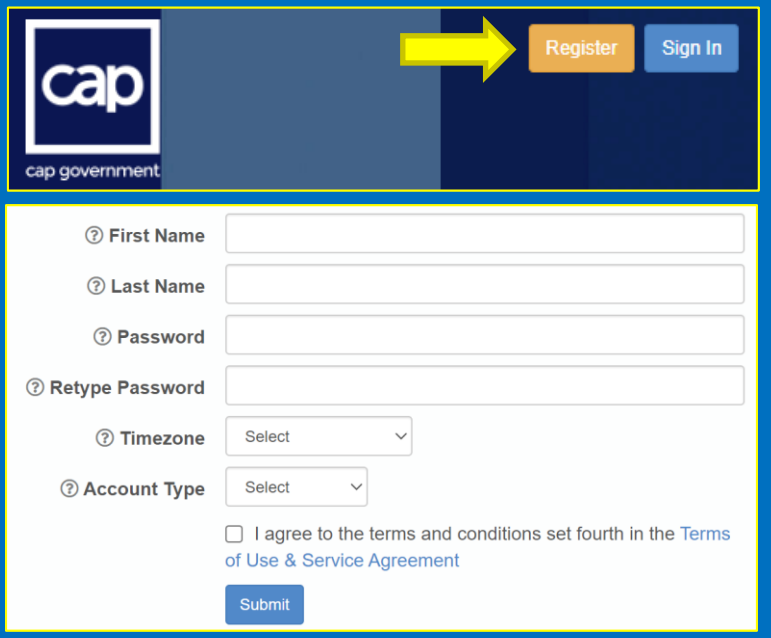
PROJECT OVERVIEW/ DETAILS

EXPRESS CHECK LIST

CONFIRM APPLICATION

ADD PLANS

FILES UPLOAD & SUBMIT



2

1

Prepare Online Application

APPLICANT

- CONTRACTOR
- DESIGN TEAM
- ARCHITECT
- OWNER

REGISTER ACCOUNT

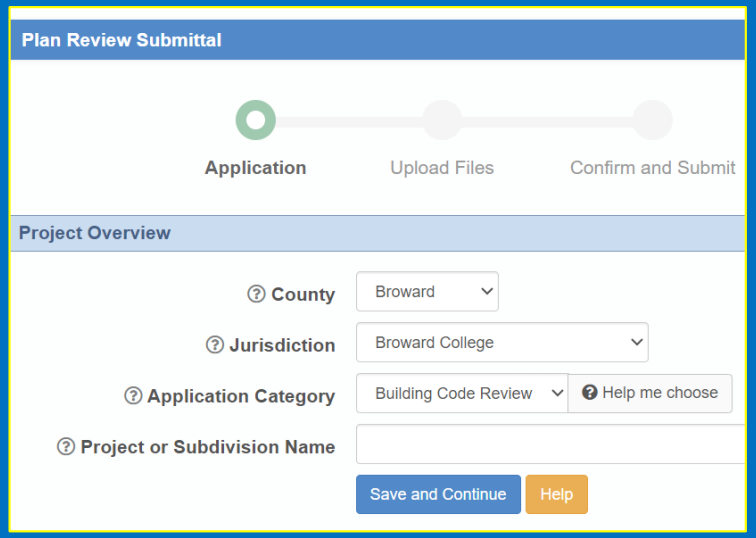
PROJECT OVERVIEW/ DETAILS

EXPRESS CHECK LIST

CONFIRM APPLICATION

ADD PLANS

FILES UPLOAD & SUBMIT



2

1

Prepare Online Application

APPLICANT

- CONTRACTOR
- DESIGN TEAM
- ARCHITECT
- OWNER

REGISTER ACCOUNT

PROJECT OVERVIEW/ DETAILS

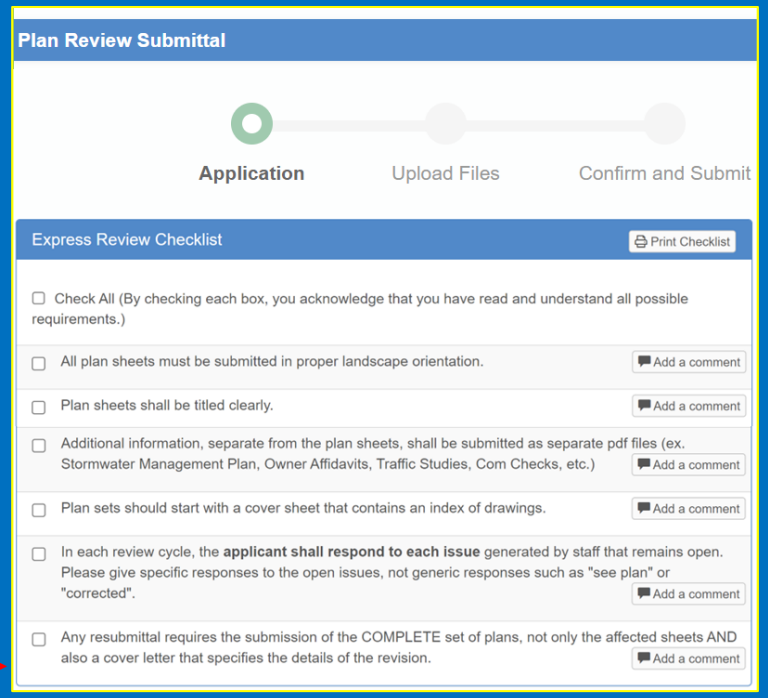
EXPRESS CHECK LIST

CONFIRM APPLICATION

ADD PLANS

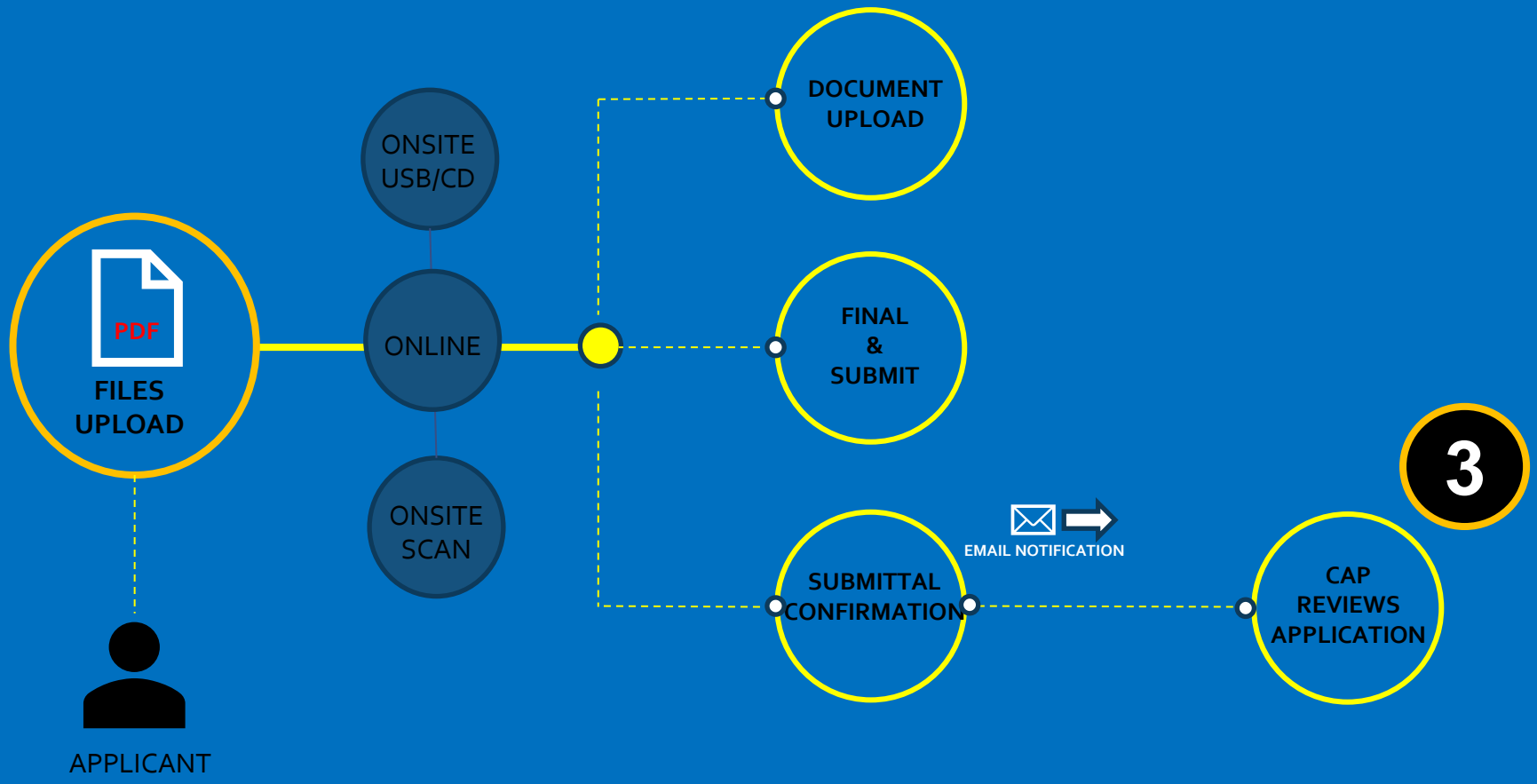
FILES UPLOAD & SUBMIT

2



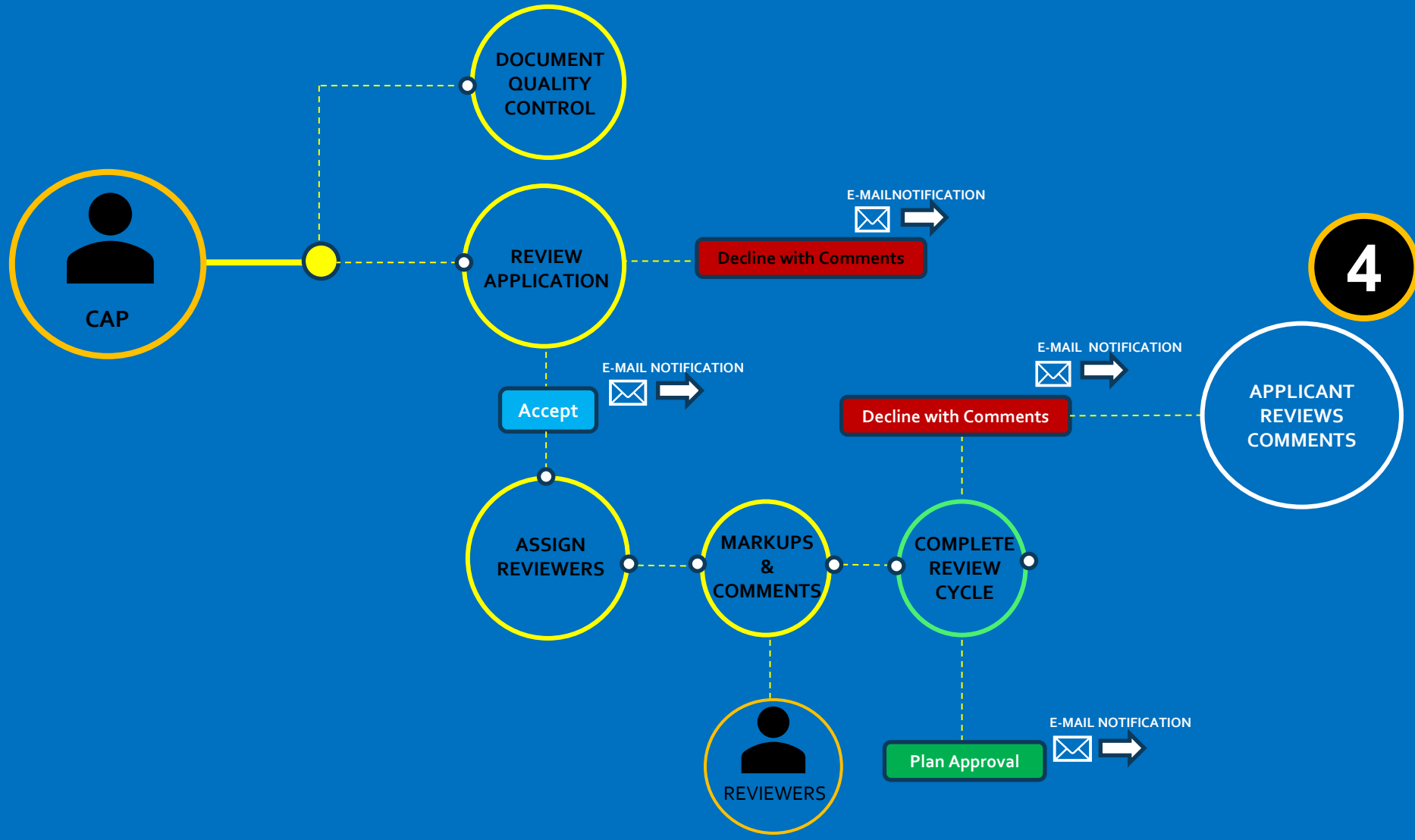
2

Files Upload and Submit Application



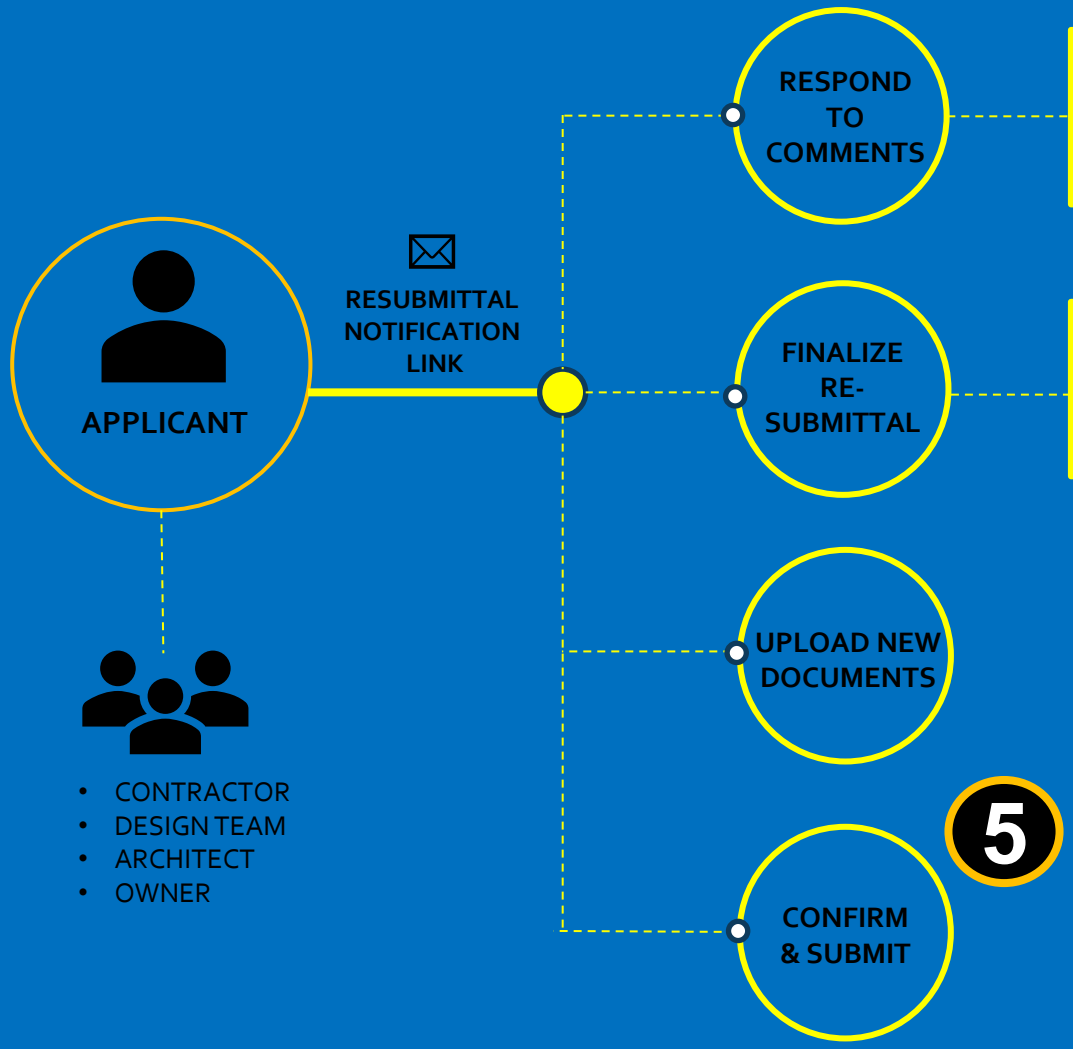
3

Review Electronic Plan Review



4

Re-submittal

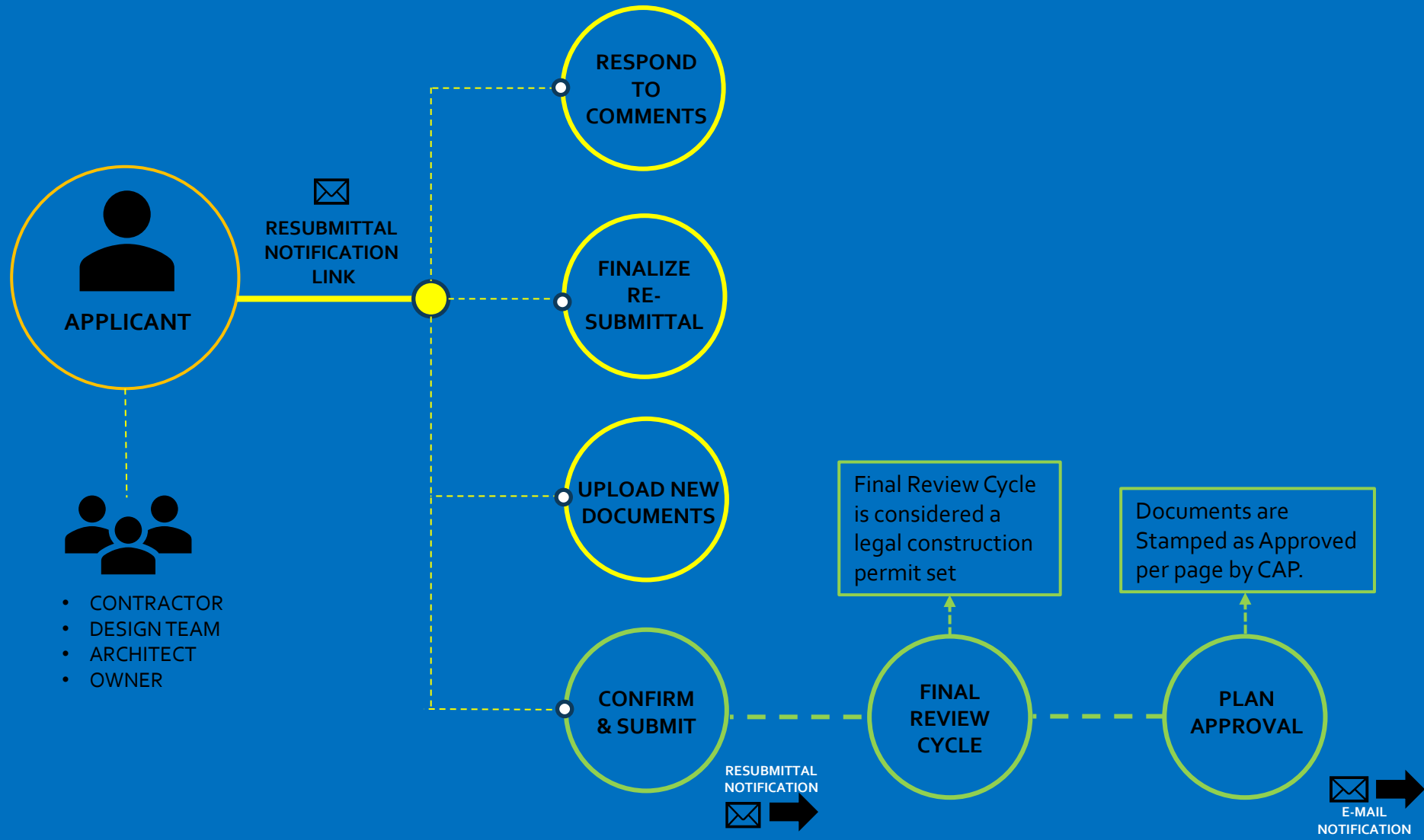


Note: AOR/EOR are responsible for **Appropriate** and **Timely** response to Comments

Note: AOR/EOR are responsible for Following Instructions for Document Upload.

5

Final Plan Review And Approval



cap government
A Bureau Veritas Company

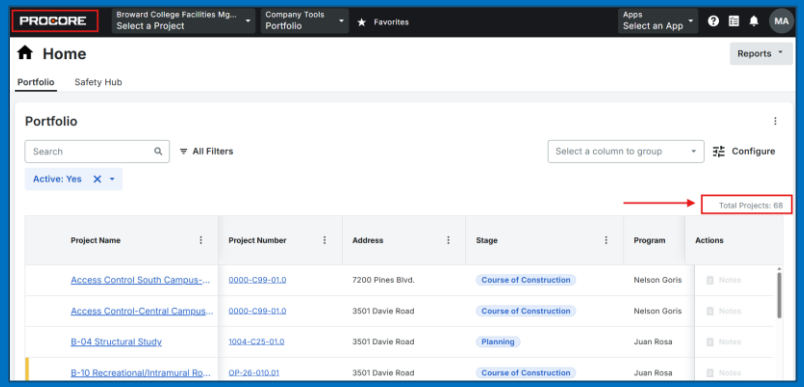
EPR = PROCORE

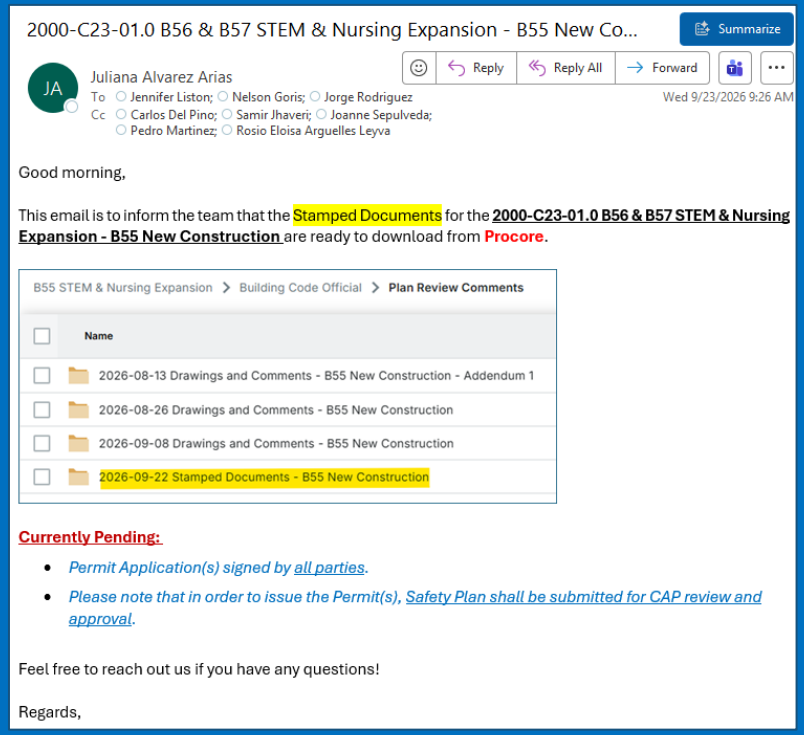
✅ All approved plans, stamped documents, and review comments are uploaded to Procore and made accessible to all project participants with Procore access.

✅ Shop drawings, revisions, addenda, and other project documents are uploaded as they are received.

✅ **CAP provides email notifications** whenever new documents are available.

✅ A centralized platform ensures all team members have access to the latest approved information.





PERMIT PROCESS

1. Issue **Approved & Stamped** Documents (Digitally).

2. **Permit Application** Sign by:
- BC Project Manager (PM)
- General Contractor (GC)
- Building Official (BO)

3. The Building Official (BO) may require **supplemental information** to be provided by the GC inclusive of Site Construction Safety Plan, proof of demolition asbestos notification, approval of other AHJ's

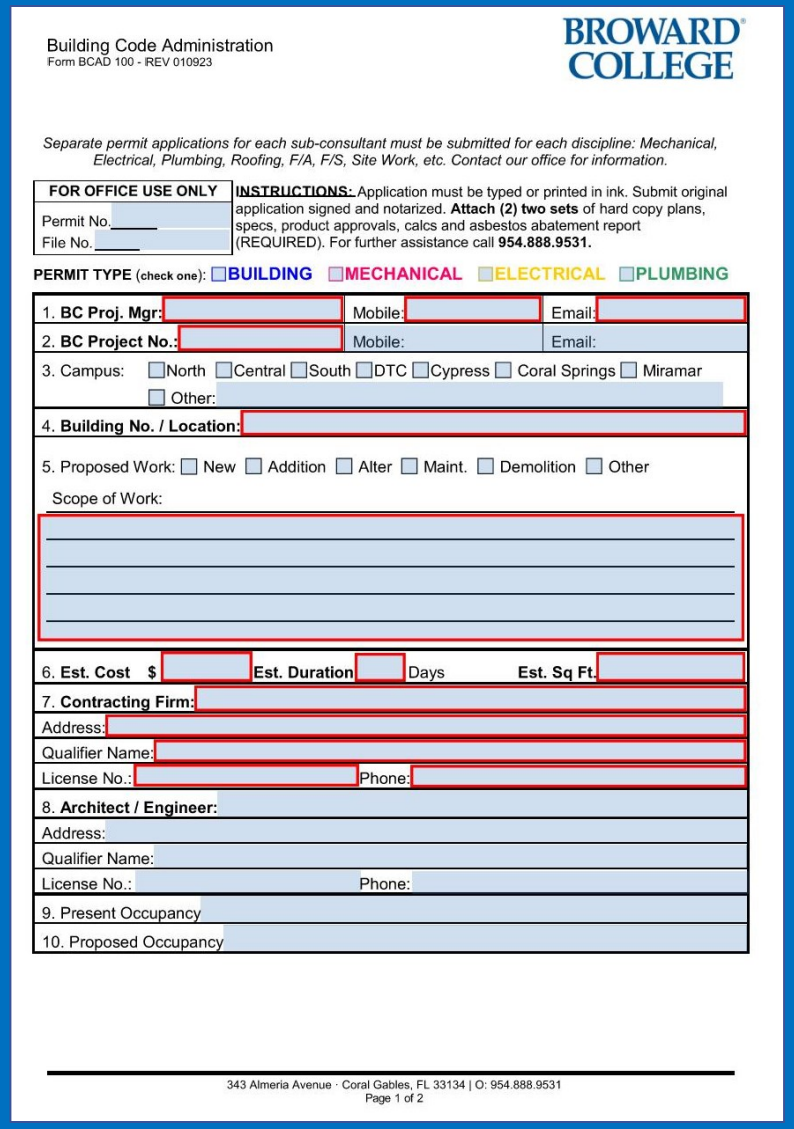
4. The **Master Building Permit** is issued to the General Contractor (GC), along with **Sub-Permits** to the trade subcontractors.

5. **Permit Cards** are issued for all permits.

6. The GC will have the option to print a copy of the Project **Master Permit Set**.

PERMIT APPLICATION

1. This is the standard permit application form required for project processing.
2. The form must be completed with all applicable project information.
3. Signatures from the required parties must be obtained before submission.
4. CAP cannot proceed with permit issuance until a complete and properly executed application is received.



Building Code Administration
Form BCAD 100 - REV 010923

BROWARD COLLEGE

Separate permit applications for each sub-consultant must be submitted for each discipline: Mechanical, Electrical, Plumbing, Roofing, F/A, F/S, Site Work, etc. Contact our office for information.

FOR OFFICE USE ONLY	**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 further assistance call **954.888.9531.**
Permit No.____ File No. ____	

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

1. **BC Proj. Mgr:**	Mobile:	Email:
2. **BC Project No.:**	Mobile:	Email:

3. Campus: ☐North ☐Central ☐South ☐DTC ☐Cypress ☐ Coral Springs ☐ Miramar ☐ Other:

4. **Building No. / Location:**

5. Proposed Work: ☐ New ☐ Addition ☐ Alter ☐ Maint. ☐ Demolition ☐ Other

Scope of Work:

6. **Est. Cost** $ **Est. Duration** Days **Est. Sq Ft.**

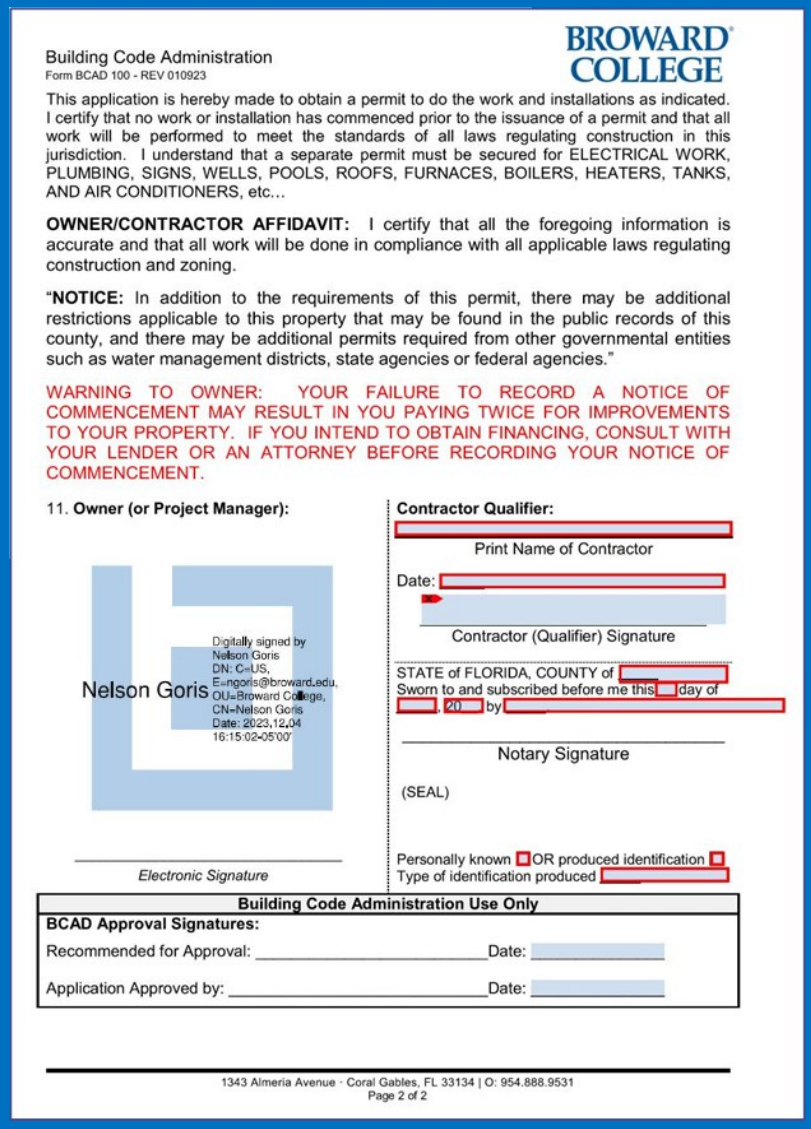
7. **Contracting Firm:**
Address:
Qualifier Name:
License No.: Phone:

8. **Architect / Engineer:**
Address:
Qualifier Name:
License No.: Phone:

9. Present Occupancy

10. Proposed Occupancy

343 Almeria Avenue · Coral Gables, FL 33134 | O: 954.888.9531
Page 1 of 2



Building Code Administration
Form BCAD 100 - REV 010923

BROWARD COLLEGE

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

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

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

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

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

Nelson Goris
Digitally signed by Nelson Goris
DN: C=US, E=ngoris@broward.edu, OU=Broward College, CN=Nelson Goris
Date: 2023.12.04 16:15:02-05'00'

Electronic Signature

Contractor Qualifier:

Print Name of Contractor

Date:

Contractor (Qualifier) Signature

STATE of FLORIDA, COUNTY of
Sworn to and subscribed before me this day of , 20 by

Notary Signature

(SEAL)

Personally known ☐ OR produced identification ☐
Type of identification produced

Building Code Administration Use Only

BCAD Approval Signatures:

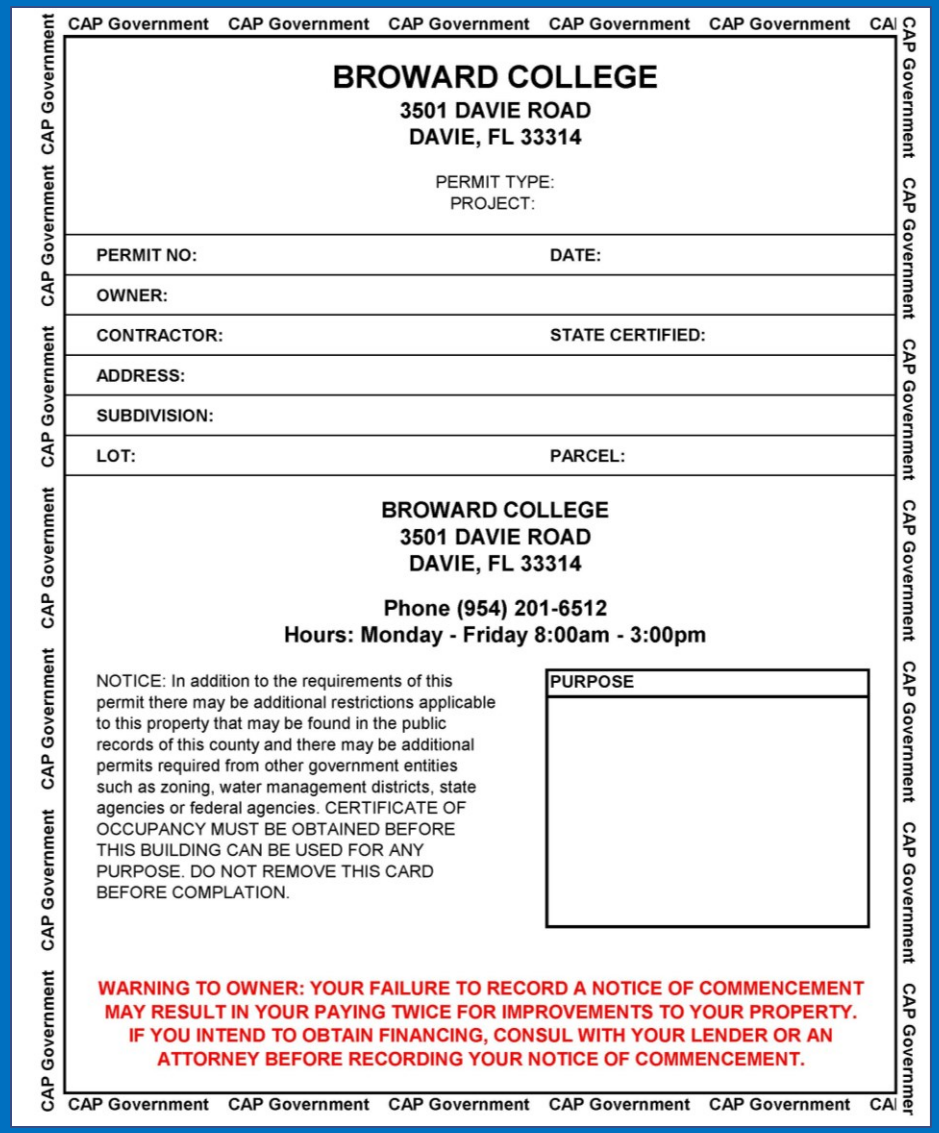
Recommended for Approval: Date:

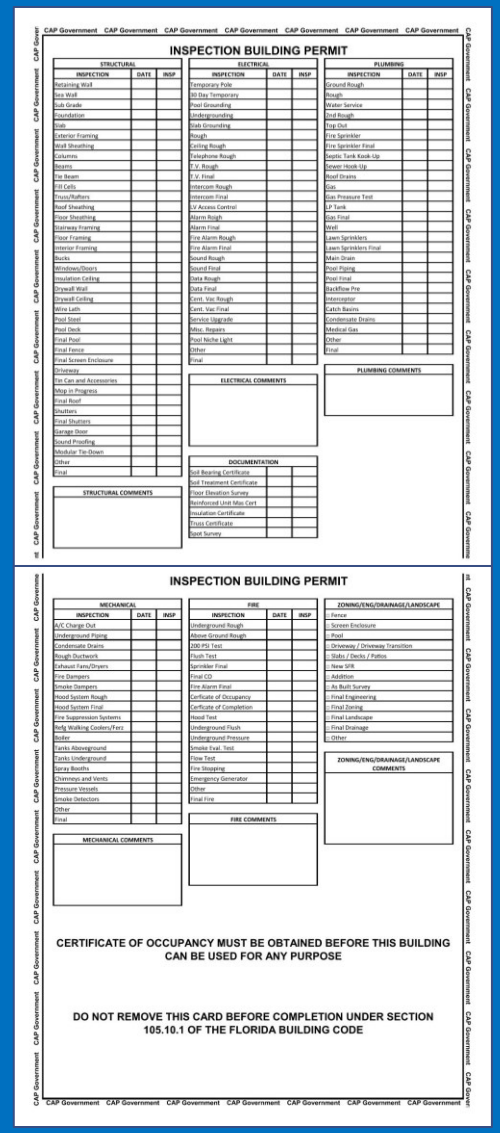
Application Approved by: Date:

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

PERMIT CARD

1. Once permit is issued GC or Contractor becomes registered with CAP Government to request and receive applicable inspections per trade.
2. Inspections are performed within 24hrs and maximum of 48hrs.
3. GC is responsible for maintaining permit card and permit documents for inspector's reference.
4. Inspector provides a PASS/FAIL disposition with a follow up report describing deficiencies, if any, to be corrected as required.





REQUESTING INSPECTIONS

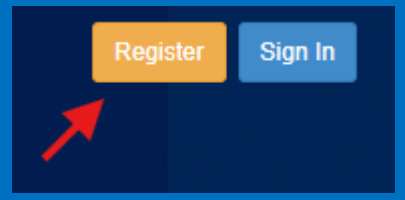
Below you can find instruction to create an account to the CAP system:

If you are a first-time user, you will need to register and create an account. Registration is a one-time process, and your account can be used for all future inspection requests.

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

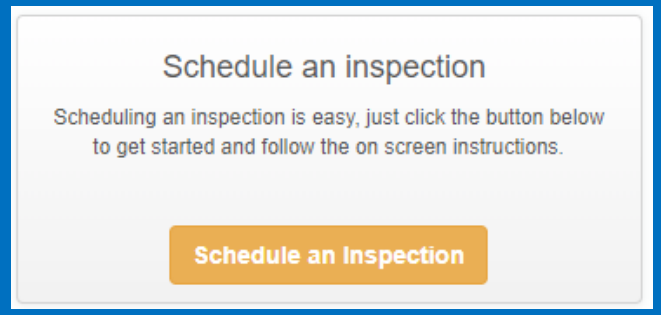
- CAP Government (geocivix.com)

*2. **Register** to create a Username and Password / Sign-in.*
Note: Registration is mandatory to request inspections



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





INSPECTIONS & REPORTS

cap government
www.capfla.com
305.448.1711

INSPECTION REPORT

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

INSPECTION PERFORMED: Electrical Inspection

INSPECTION SUBTYPE: Rough

INSPECTION RESULTS: PASS

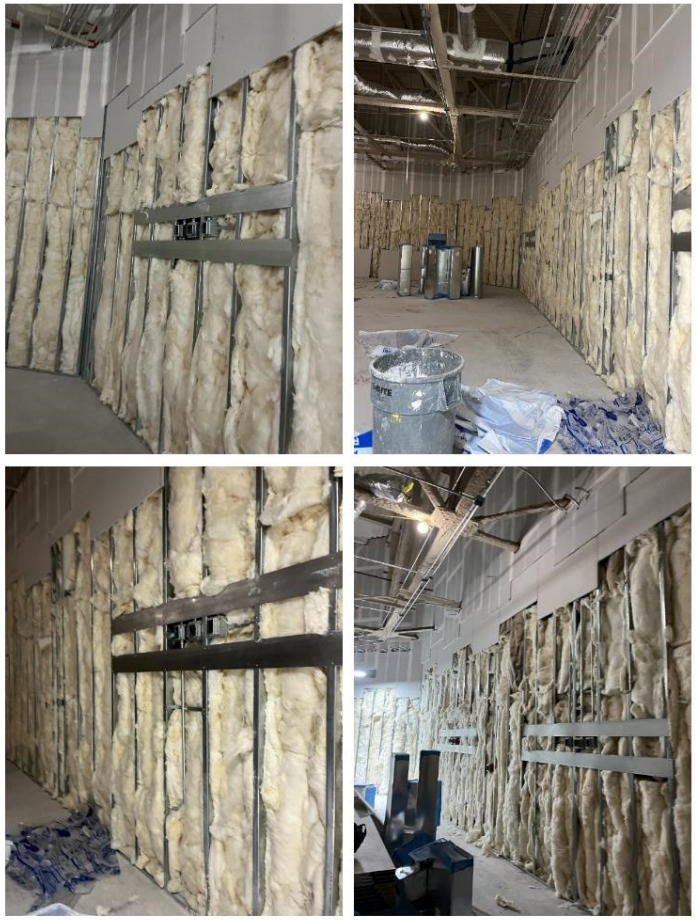
AREA INSPECTED / INSPECTION COMMENTS

Inspection Date: 12-12-2023

Inspected Area: Building 400

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

PENDING AND NON-COMPLIANCE ITEMS



CLOSEOUT FORMS

AOR or EOR Statement of Compliance.

Final Inspection(s) / Acceptance

Other Applicable forms:

- Threshold Inspections
- Fire Alarm NFPA Final Certification
- Test & Balance Report
- Other as deemed applicable

State of Florida executed CO Form by AOR and BO.

CLOSEOUT FORMS

AOR or EOR statement of compliance.



ARCHITECTURE
ENGINEERING
INTERIORS
PLANNING

PGAL

June 24, 2025

Mr. Nelson Goris
3501 Davie Road
Davie, FL 33314

Re: 0000-C22-10.0 – B08 DM Classroom Renovations Substantial Completion

ALEXANDRIA
ATLANTA
AUSTIN
BOCA RATON
CHICAGO
DALLAS/FORT WORTH
DENVER
HOBOKEN
HOUSTON
LAS VEGAS
LOS ANGELES
SALT LAKE CITY
SAN DIEGO

Dear Mr. Goris,

We have inspected the above-referenced project and find that the work is in substantial compliance with the contract documents.

If you have any questions or concerns, please feel free to contact us.

Sincerely,

Jorge Garcia, AIA
Principal

PGAL.COM

791 Park of Commerce Blvd., Suite 400
Boca Raton, FL 33487

t 561 988 4002
f 561 988 3002

AA 0003337 EB 00008240

CODE

1. CERTIFICATE OF QCCUPENCY
2. TEMPORARY CERTIFICATE OF OCCUPENCY

SECTION 111
CERTIFICATE OF OCCUPANCY

[A] 111.1 Use and occupancy. A building or structure shall not be used or occupied, and a change in the existing use or occupancy classification of a building or structure or portion thereof shall not be made, until the *building official* has issued a certificate of occupancy therefor as provided herein. Issuance of a certificate of occupancy shall not be construed as an approval of a violation of the provisions of this code or of other ordinances of the jurisdiction.

Exception: Certificates of occupancy are not required for work exempt from *permits* in accordance with Section 105.2.

[A] 111.2 Certificate issued. After the *building official* inspects the building or structure and does not find violations of the provisions of this code or other laws that are enforced by the department of building safety, the *building official* shall issue a certificate of occupancy that contains the following:

1. The building *permit* number.
2. The address of the structure.
3. The name and address of the *owner* or the owner's authorized agent.
4. A description of that portion of the structure for which the certificate is issued.
5. A statement that the described portion of the structure has been inspected for compliance with the requirements of this code for the occupancy and division of occupancy and the use for which the proposed occupancy is classified.
6. For buildings and structures in flood hazard areas, a statement that documentation of the as-built lowest floor elevation has been provided and is retained in the records of the authority having jurisdiction
7. The name of the *building official*.
8. The edition of the code under which the *permit* was issued.
9. The use and occupancy, in accordance with the provisions of Chapter 3.
10. The type of construction as defined in Chapter 6.
11. The design *occupant load*.
12. If an *automatic sprinkler system* is provided, whether the sprinkler system is required.

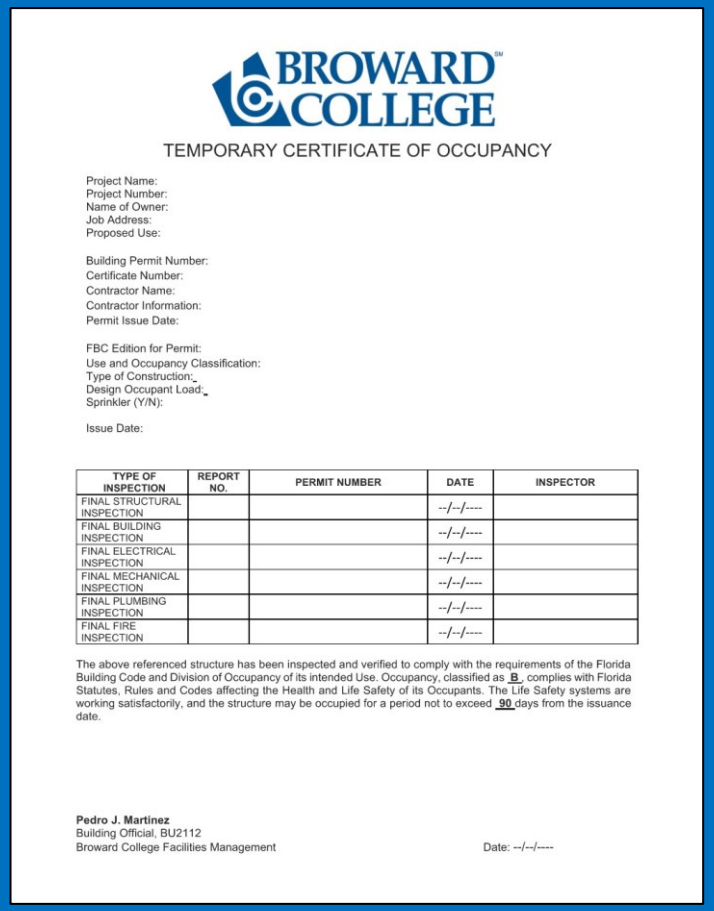
13. Any special stipulations and conditions of the building *permit*.

[A] 111.3 Temporary occupancy. The *building official* is authorized to issue a temporary certificate of occupancy before the completion of the entire work covered by the *permit*, provided that such portion or portions shall be occupied safely. The *building official* shall set a time period during which the temporary certificate of occupancy is valid.

[A] 111.4 Revocation. The *building official* is authorized to, in writing, suspend or revoke a certificate of occupancy or completion issued under the provisions of this code wherever the certificate is issued in error, or on the basis of incorrect information supplied, or where it is determined that the building or structure or portion thereof is in violation of any ordinance or regulation or any of the provisions of this code.

111.5 Certificate of completion. A certificate of completion is proof that a structure or system is complete and for certain types of permits is released for use and may be connected to a utility system. This certificate does not grant authority to occupy a building, such as shell building, prior to the issuance of a certificate of occupancy.

FBC
Section 111
Criteria for CC, TCO & CO



BROWARD COLLEGE

TEMPORARY CERTIFICATE OF OCCUPANCY

Project Name:
Project Number:
Name of Owner:
Job Address:
Proposed Use:

Building Permit Number:
Certificate Number:
Contractor Name:
Contractor Information:
Permit Issue Date:

FBC Edition for Permit:
Use and Occupancy Classification:
Type of Construction:
Design Occupant Load:
Sprinkler (Y/N):

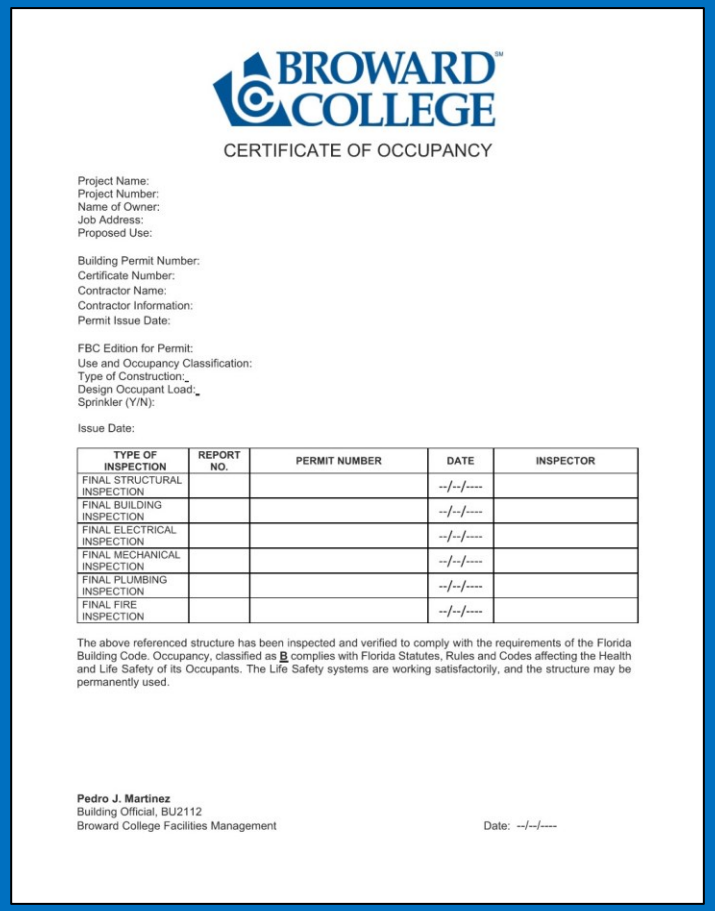
Issue Date:

TYPE OF INSPECTION	REPORT NO.	PERMIT NUMBER	DATE	INSPECTOR
FINAL STRUCTURAL INSPECTION			--/--/----	
FINAL BUILDING INSPECTION			--/--/----	
FINAL ELECTRICAL INSPECTION			--/--/----	
FINAL MECHANICAL INSPECTION			--/--/----	
FINAL PLUMBING INSPECTION			--/--/----	
FINAL FIRE INSPECTION			--/--/----	

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

Pedro J. Martinez
Building Official, BU2112
Broward College Facilities Management

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



BROWARD COLLEGE

CERTIFICATE OF OCCUPANCY

Project Name:
Project Number:
Name of Owner:
Job Address:
Proposed Use:

Building Permit Number:
Certificate Number:
Contractor Name:
Contractor Information:
Permit Issue Date:

FBC Edition for Permit:
Use and Occupancy Classification:
Type of Construction:
Design Occupant Load:
Sprinkler (Y/N):

Issue Date:

TYPE OF INSPECTION	REPORT NO.	PERMIT NUMBER	DATE	INSPECTOR
FINAL STRUCTURAL INSPECTION			--/--/----	
FINAL BUILDING INSPECTION			--/--/----	
FINAL ELECTRICAL INSPECTION			--/--/----	
FINAL MECHANICAL INSPECTION			--/--/----	
FINAL PLUMBING INSPECTION			--/--/----	
FINAL FIRE INSPECTION			--/--/----	

The above referenced structure has been inspected and verified to comply with the requirements of the Florida Building Code. Occupancy, classified as **B** complies with Florida Statutes, Rules and Codes affecting the Health and Life Safety of its Occupants. The Life Safety systems are working satisfactorily, and the structure may be permanently used.

Pedro J. Martinez
Building Official, BU2112
Broward College Facilities Management

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

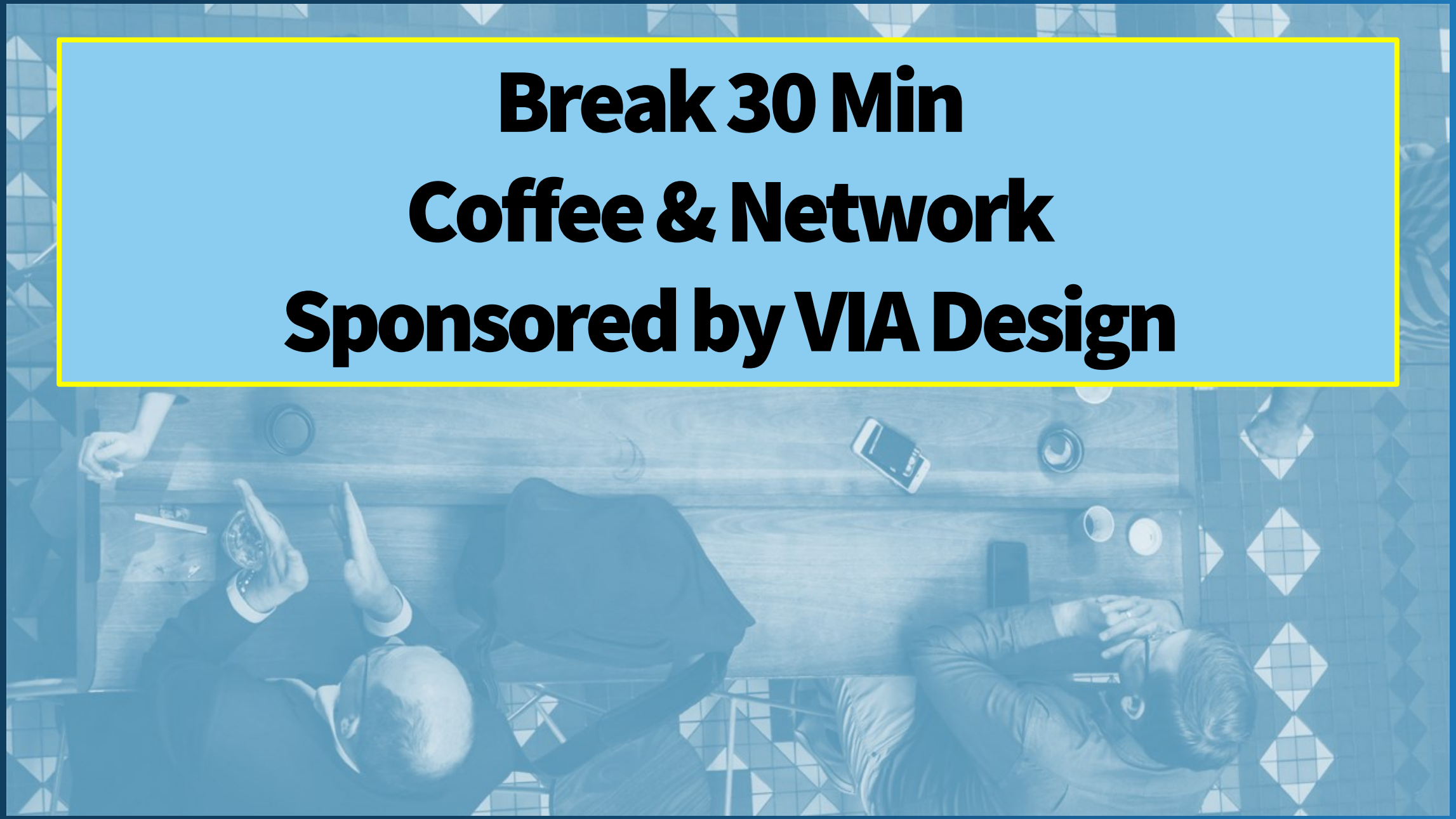
BUILDING CODE CONSULTANT

QUESTIONS and FOLLOW UP’s

Closing – Q & A's



Break 30 Min
Coffee & Network
Sponsored by VIA Design



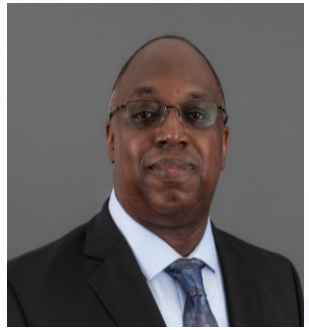
B-55 VIDEO FOR 20 MIN BREAK INTERMISSION



Design & Construction



Jorge A. Rodriguez
AVP, Facilities Design and Construction
Email: jrodri11@broward.edu
Office Phone: (954) 201-6975



Robert Bellot
Senior Construction Project Manager
Email: rbellot@broward.edu
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Nelson Goris
Senior Construction Project Manager
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Patsy Lenox
Executive Assistant
Email: plenox@broward.edu
Office Phone: (954) 201-6814



Lisa Martin
Coordinator Design & Construction Projects
Email: lmartin@broward.edu
Office Phone: (954) 201-6206



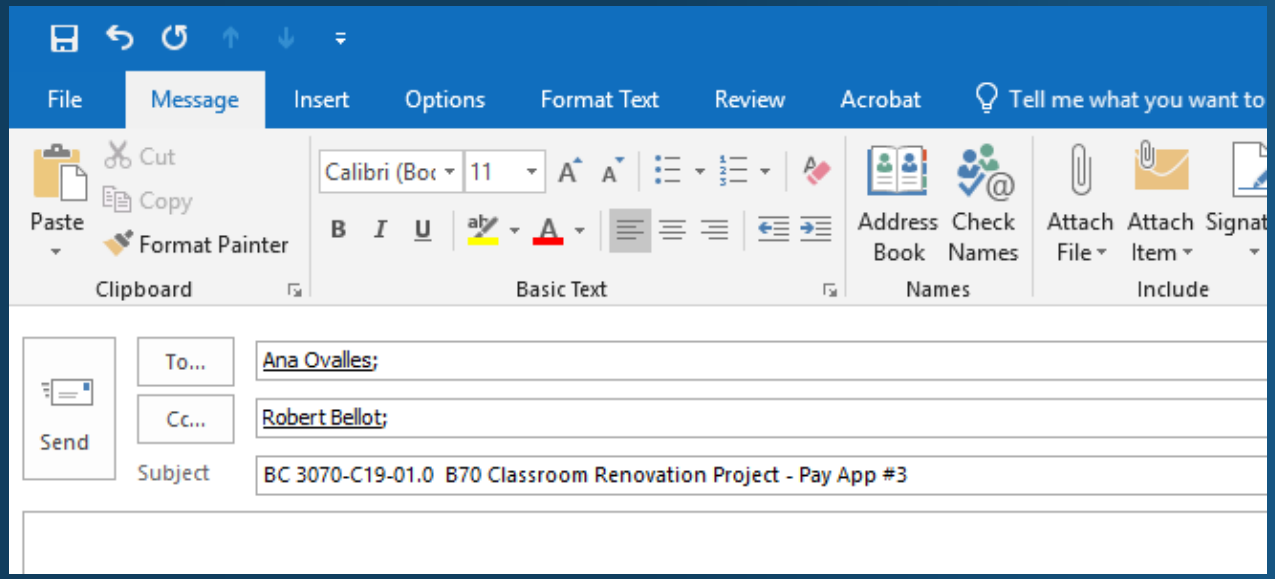
Juan V. Rosa
Senior Construction Project Manager
Email: jrosa2@broward.edu
Office Phone: (954) 201-4977

BROWARD COLLEGE

Communication - Uniform Format on email

Email Subject Line:

1. Use Project Number and Name as it appears on the Purchase Order
2. Brief explanation

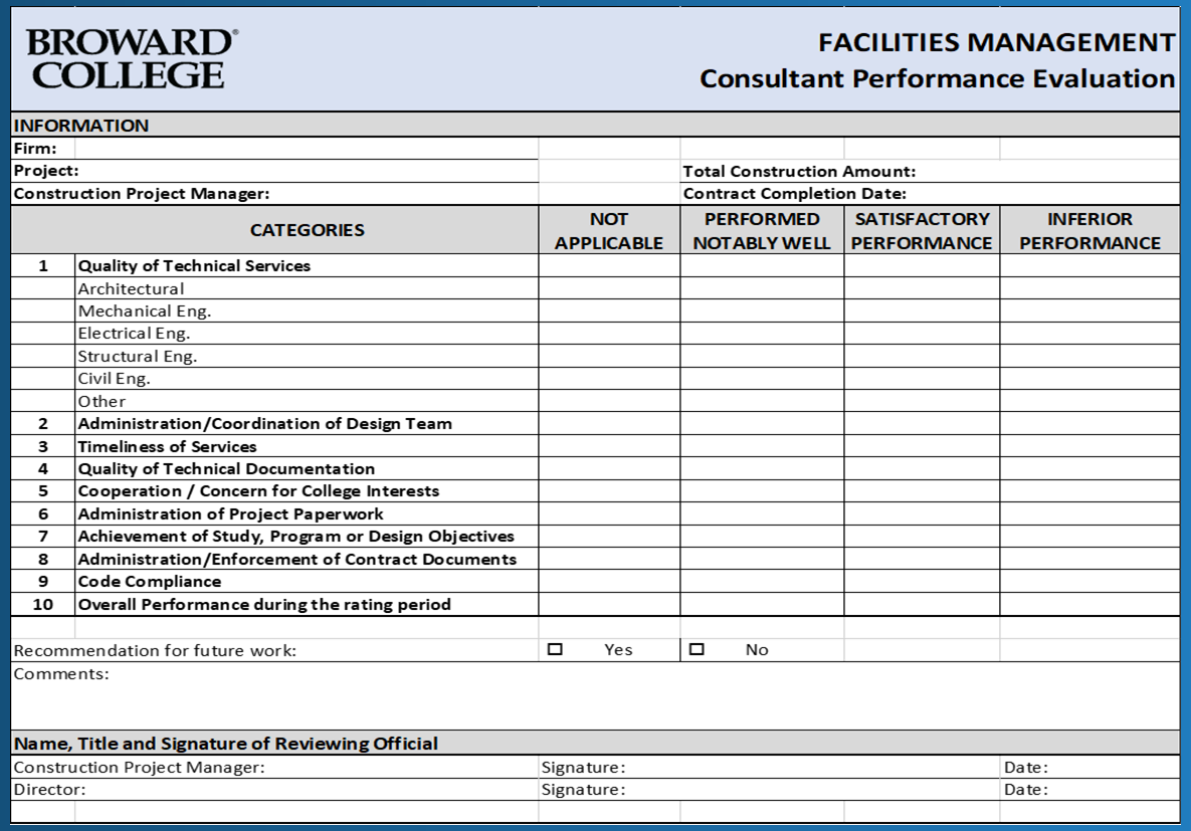




BC 3070-C19-01.0 B70 Classroom Renovation Project - Pay App #3

Consultant Performance Evaluation

- 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 (Mud rings).
- 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:

Design & Construction Continuing Service Contracts

RFQ-2025-001-OA – $7.5M ARCHITECTURAL & ENGINEERING SERVICES

CONTRACT PERIOD: June 27, 2025 - June 26th, 2028

- Rodriguez, WJA, PBK aka “Harvard Jolly” & VIA Design
- Duration of Three Years (3); Additional Three, One-Year (1) Extensions
- Extended Stratus a.k.a “Zyscovich” under RFQ 2021-084-ZR; Expires March 20th, 2027

RFQ-2025-073-OA – $7.5M CM at RISK 7.5 Million or Less

CONTRACT PERIOD: Sept 1, 2025 - August 31, 2028

- Florida Lemark, FASTRACK, State Contracting, D. Stephenson, CORE
- Duration of Three Years (3); Additional Three, One-Year (1) Extensions
- Extended Kibler & LEGO under RFQ 2022-002-OA; Expires Dec 31st, 2026

RFQ-2026-002-OA – $7.5M MEP ENGINEERING SERVICES

CONTRACT PERIOD: December 1, 2026 - November 30, 2029.

- Johnson, Levinson, Reagan & Davila, Inc (JLRD), SGM, TLC Eng, McFarland-Johnson & BARD Rao + Athanas
- Duration of Three Years (3); Expires November 30th, 2029. Additional Three (3), One-Year (1) Extensions

Design & Construction Continuing Service Contracts

RFQ-2022-094-OA – $7.5M; Max $500k Services CIVIL ENGINEERING AND TESTING SERVICES

Expires February 16th, 2028

- Currently, One (1) Year Extension was approved – Feb 17, 2026 through Feb 16, 2027
- BOT Meeting Date: December 1, 2026 - 2nd Renewal
- Chen Moore & Assoc., Keith & Assoc., Miller Legg & Assoc., Inc., Thompson & Assoc., & WGI

RFP 2022-056-OA – CAP Government & MT Causley (2nd Renewal Option)

Currently One-Year Extension – Nov 13, 2027 (2nd Renewal)

- Current Contract - Nov 14, 2022 through Nov 13, 2025, with 1st renewal through Nov 13, 2026
- Duration of Three Years (3)
- Additional Three, One (1) Year Extensions

Facilities 201

Juan V. Rosa

Senior Construction Project Manager

Bidding for Construction Projects

Compliance, advertisement standards, and formal opening procedures



BROWARD COLLEGE

Broward College | Bidding for Construction Projects

Bid Advertisement & SREF Requirements

Mandatory approvals and publication timelines.

Building Official Stamping Prerequisite

MANDATORY

No bidding permitted until Building Official stamps and approves plans and specs

Sign-Off 01

Bid Ads Broward College Approval

Bid ads require formal Broward College review and sign-off before release.

STANDARD PROJECTS
< 300K

Advertise once for **one full week**.

1 WK

MAJOR PROJECTS
> 300K

Advertise weekly for **three consecutive weeks**.

3 WKS

Newspaper 02

Publication Notice Lead Time

Final notice published at least 7 days prior to formal bid opening.

GATEWAY PROTOCOL

Pre-Release Approval Gate

Official Building Official stamp and College authorization are required prior to any public solicitation.

TIMELINE MANDATE: FINAL NOTICE PUBLISHED ≥ 7 DAYS PRIOR TO BID OPENING

VERIFIED PROTOCOL

Broward College | Procurement Standards

SUBMISSION & OPENING PROTOCOLS

CMR instructions, bidder minimums, and formal opening structure.

Minimum Bids Quorum Rule — 3 MINIMUM

Three competitive bids per division required unless formally waived

CMR Protocol	01	**CMR Submissions**	Provide clear, standardized instructions to all prospective bidders.
Threshold	02	**Minimum Bid Threshold**	Three competitive bids per division required unless formally waived.
Attendance	03	**Witnessed Bid Opening**	Sealed opening requires BC PM, CMR, A/E, and BC Procurement present.
Reporting	04	**Bid Tabulation Delivery**	Submit complete Bid Tabulation documentation to BC Project Manager.

STRICT ADHERENCE

Policy & Bidding Standards

Ensuring fairness, transparency, and compliance across all Broward College construction initiatives.

REQUIRED ATTENDEES: BC PROJECT MANAGER • CMR • A/E • BC PROCUREMENT — 100% COMPLIANT

Broward College | Subcontractor Bid Evaluation

Mandatory GMP Format

Sub-Contractor Bid Evaluation & GMP Audit Standard

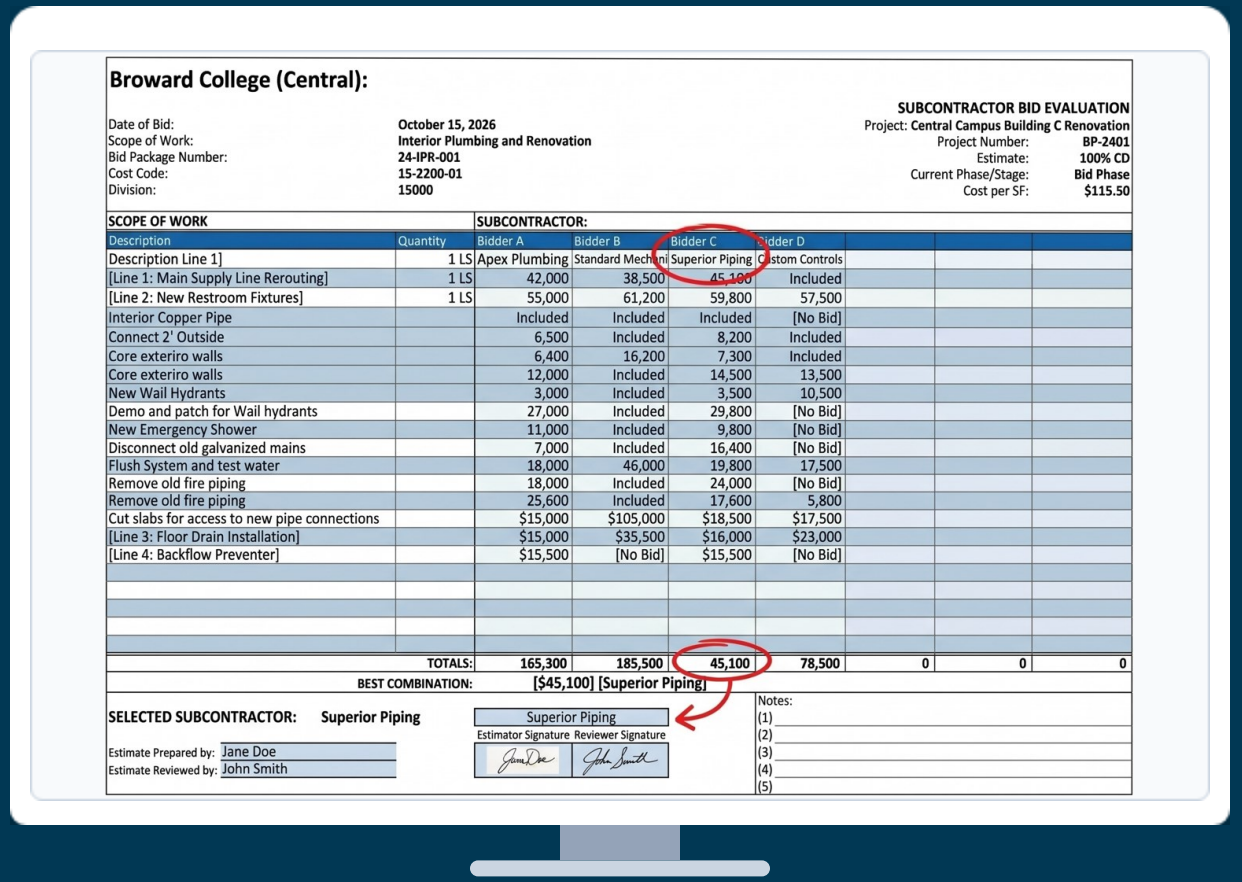
Per Auditor requirements, all Guaranteed Maximum Price (GMP) bids packages must comply with the following:

Scope by Division:
Show Scope of Work broken down by trade division.

Subcontractor & Base Bid:
Identify Subcontractor Name and corresponding Base Bid amount.

Uniform Leveling:
Apply all leveling/evaluation criteria uniformly and consistently.

Variance Justification: Provide written explanation whenever the lowest responsive bidder is not selected.



Broward College (Central):

SUBCONTRACTOR BID EVALUATION

Date of Bid: October 15, 2026
Scope of Work: Interior Plumbing and Renovation
Bid Package Number: 24-IPR-001
Cost Code: 15-2200-01
Division: 15000

Project: Central Campus Building C Renovation
Project Number: BP-2401
Estimate: 100% CD
Current Phase/Stage: Bid Phase
Cost per SF: $115.50

SCOPE OF WORK		SUBCONTRACTOR:						
Description	Quantity	Bidder A	Bidder B	Bidder C	Bidder D			
Description Line 1]	1 LS	Apex Plumbing	Standard Mechani	Superior Piping	Custom Controls			
[Line 1: Main Supply Line Rerouting]	1 LS	42,000	38,500	45,100	Included			
[Line 2: New Restroom Fixtures]	1 LS	55,000	61,200	59,800	57,500			
Interior Copper Pipe		Included	Included	Included	[No Bid]			
Connect 2' Outside		6,500	Included	8,200	Included			
Core exteriro walls		6,400	16,200	7,300	Included			
Core exteriro walls		12,000	Included	14,500	13,500			
New Wail Hydrants		3,000	Included	3,500	10,500			
Demo and patch for Wail hydrants		27,000	Included	29,800	[No Bid]			
New Emergency Shower		11,000	Included	9,800	[No Bid]			
Disconnect old galvanized mains		7,000	Included	16,400	[No Bid]			
Flush System and test water		18,000	46,000	19,800	17,500			
Remove old fire piping		18,000	Included	24,000	[No Bid]			
Remove old fire piping		25,600	Included	17,600	5,800			
Cut slabs for access to new pipe connections		$15,000	$105,000	$18,500	$17,500			
[Line 3: Floor Drain Installation]		$15,000	$35,500	$16,000	$23,000			
[Line 4: Backflow Preventer]		$15,500	[No Bid]	$15,500	[No Bid]			
TOTALS:		165,300	185,500	45,100	78,500	0	0	0
BEST COMBINATION:		[$45,100] [Superior Piping]						

SELECTED SUBCONTRACTOR: Superior Piping

Superior Piping
Estimator Signature Reviewer Signature

Estimate Prepared by: Jane Doe
Estimate Reviewed by: John Smith

Notes:
(1)
(2)
(3)
(4)
(5)

Selected Subcontractor

Variance Justification

Facilities 201

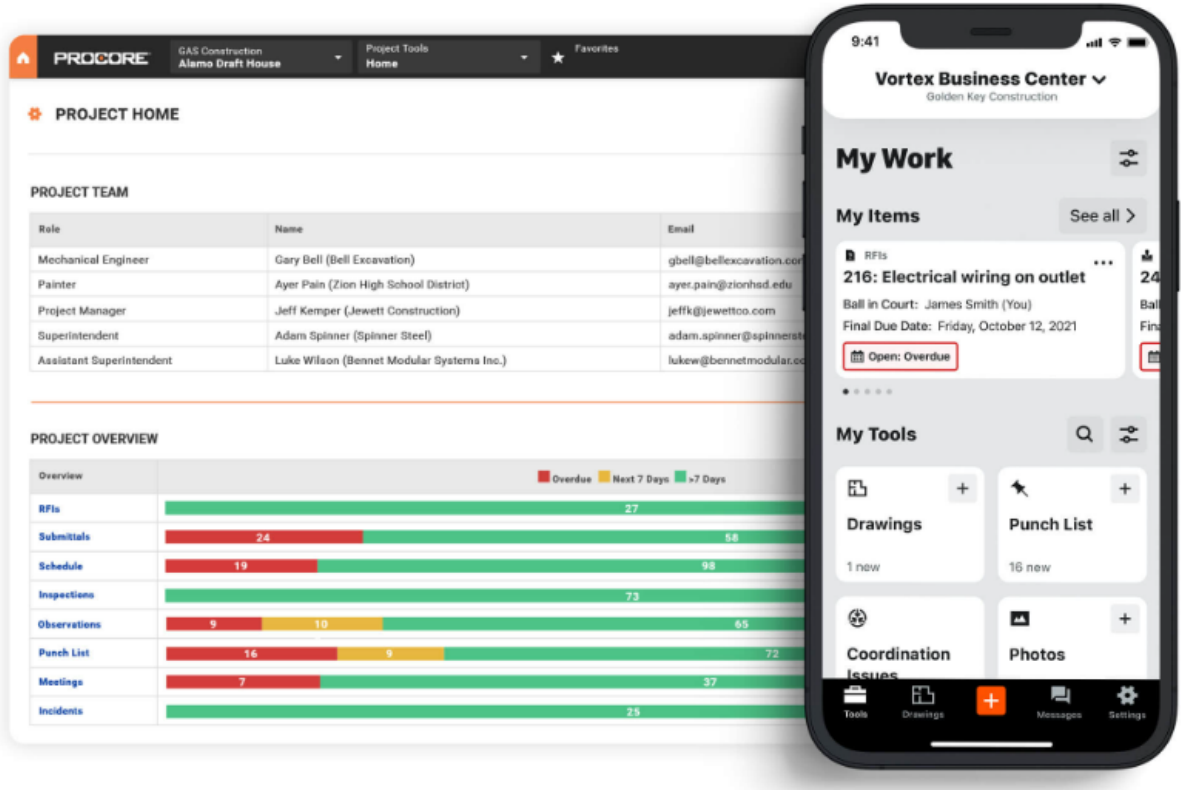
Robert Bellot

Senior Construction Project Manager

PROCORE™
CLOUD-BASED CONSTRUCTION SOFTWARE

Intro • Usage • Features • Lessons Learned

- Intro & Objective
- Current Usage
- Key Features
- Lessons Learned

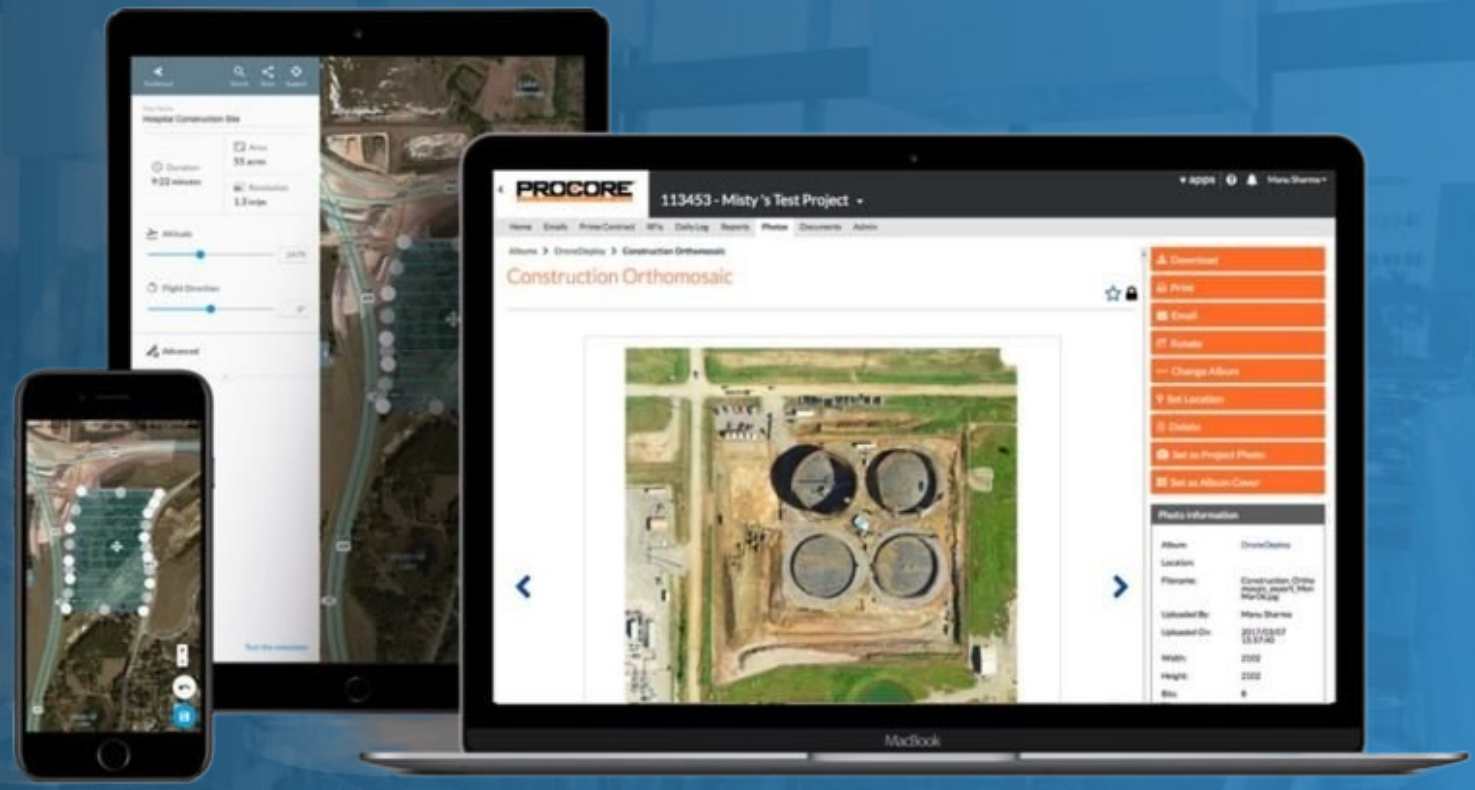


BROWARD COLLEGE

PROCORE
CLOUD-BASED CONSTRUCTION SOFTWARE

INTRO & OBJECTIVE

- Cloud base construction software - allow instant access to current project information in real-time.
- Increase team communication and collaboration.



PROCORE™
CLOUD-BASED CONSTRUCTION SOFTWARE

CURRENT USAGE

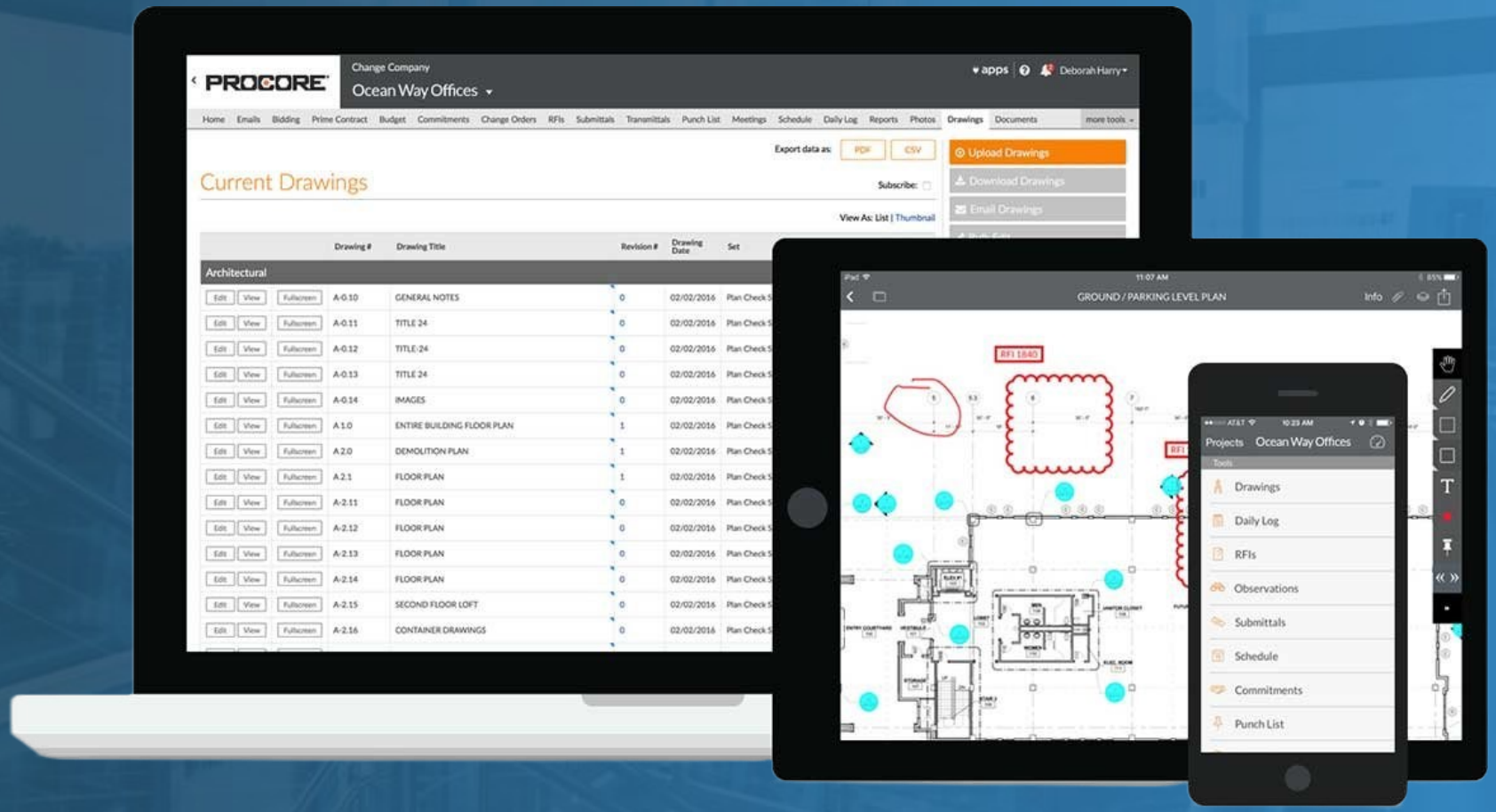
- Project Set Up
- Permission Template
  - Architect/Engineer
  - Building Code Official
  - GC Project Manager
  - Subcontractor
- Submittals
  - CCAs
  - Payment Applications
  - RFIs
  - Shop Drawings



PROCORE
CLOUD-BASED CONSTRUCTION SOFTWARE

KEY FEATURES

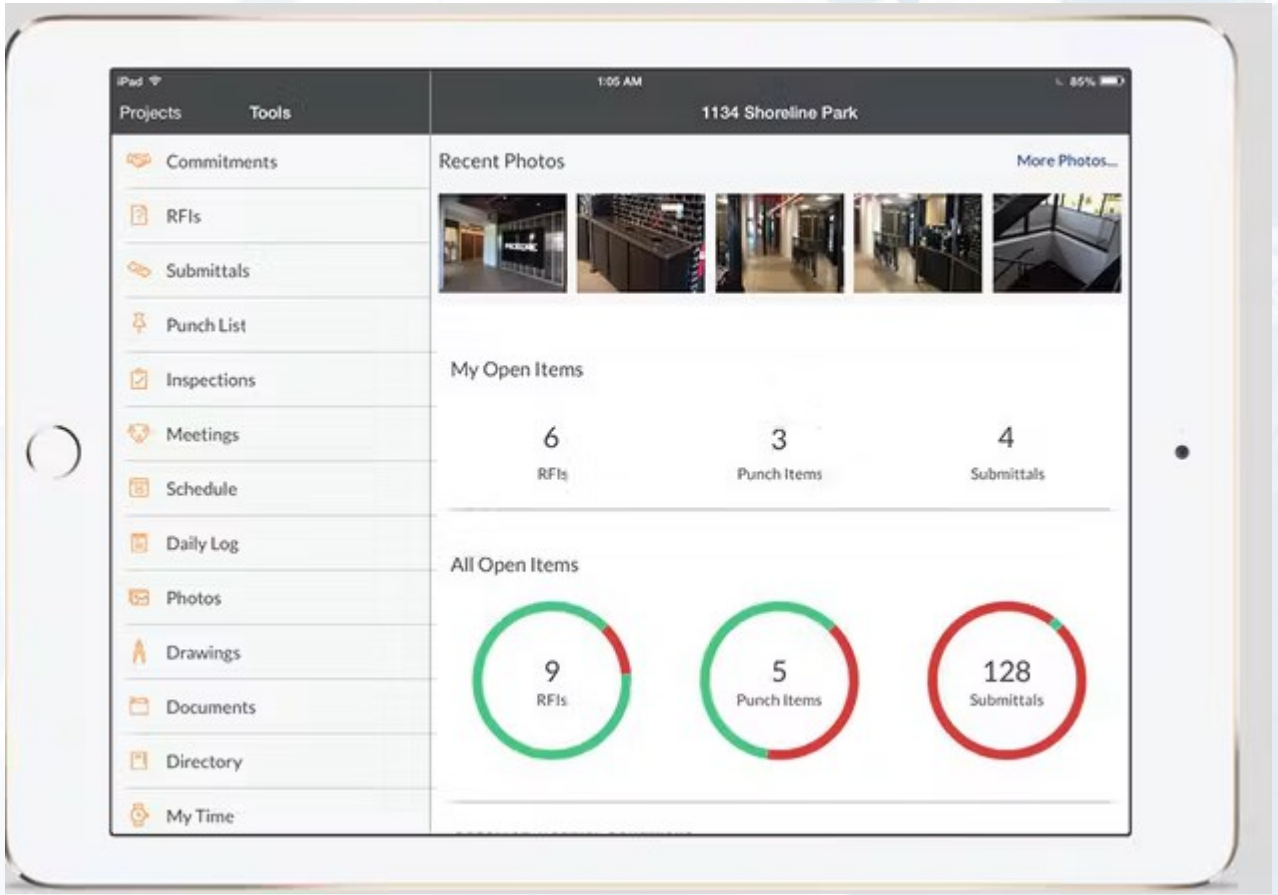
- Observations and Punch list
- Meeting Minutes
  - Programming
  - Design Review Meeting
  - Pre-Construction
  - Construction Meetings
- Photos
  - Existing Photos
  - GC Progress Photos
  - Owner Progress Photos
  - A/E Progress Photos
- Training Videos



PROCORE™
CLOUD-BASED CONSTRUCTION SOFTWARE

LESSONS LEARNED

- Submittals
  - Default Days
- Punch List
  - Punch Items
- Meeting Minutes
  - Location
- Photos
  - Location
- Drawings
  - Permit Set



Facilities 201

Nelson Goris

Senior Construction Project Manager

AS-BUILT deliverables

- Record Drawings vs As-built Drawings
- Ownership of Deliverables
- Why As-builts Matter



BROWARD COLLEGE

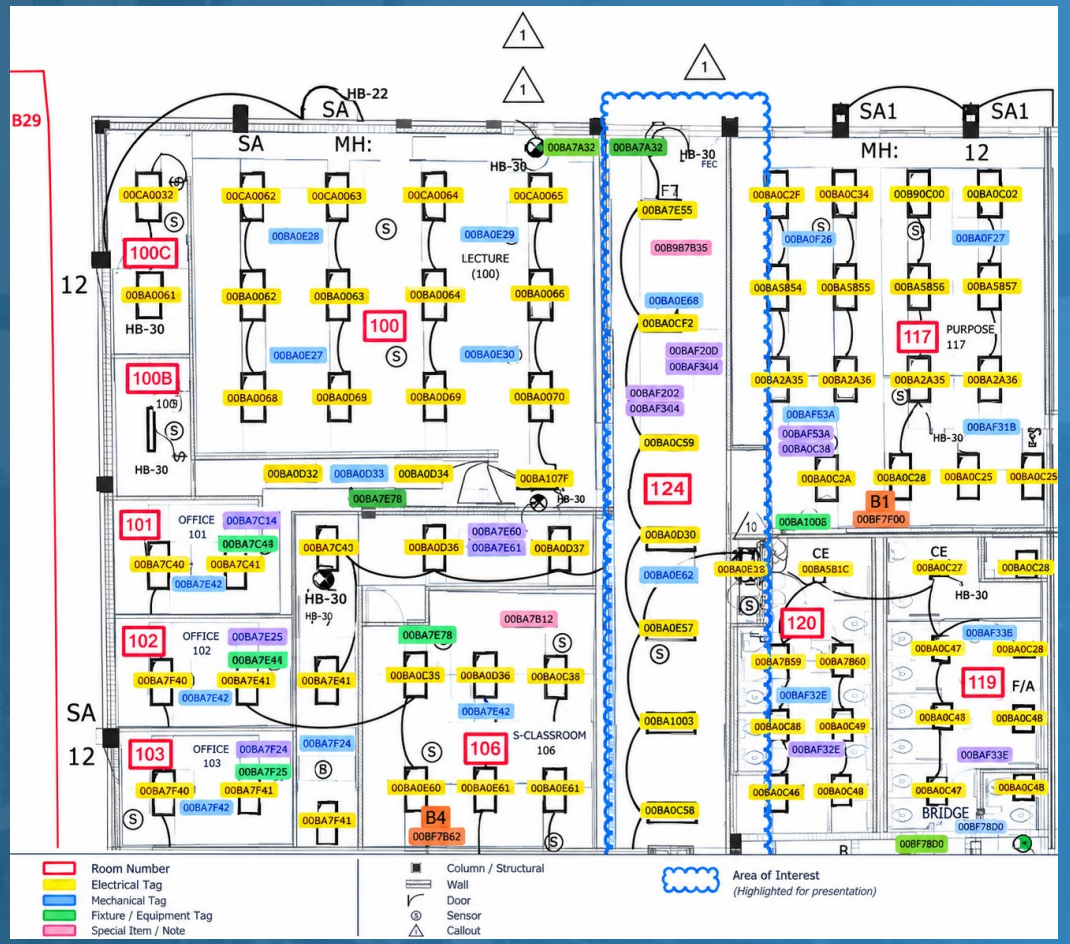
Facilities 201

RECORD DRAWINGS

- Red lined drawings reflecting actual installed and constructed in the field.
- Will be the base to draw the as-builts.
- Drawings must always be in the field.

AS-BUILT DRAWINGS

- Drafted version of the record drawings.
- Must reflect all permitted drawing revisions.
- Must contain complete A/E drawings, even drawings reflecting no revisions.



OWNERSHIP OF DELIVERABLES

	RECORD DRAWINGS	AS-BUILT DRAWINGS
WHAT	What was installed/constructed in the field	The final, documented project record
WHO	**Contractor's**, subcontractor's, or trade contractor's	**Architect/Engineer** Incorporating contractor information
SOURCE	Field measurements, redlines, installation changes, RFIs, submittals	Contract documents, approved changes, contractor record drawings, design team review
PURPOSE	Capture construction changes	Establish the official record of the completed project
ACCURACY	Dependent on contractor's field documentation	Intended to be the more formal consolidated project record
FORMAT	Contractor's redlines/marked-up drawings	Final CAD and full-size PDF

WHY AS-BUILTS MATTER

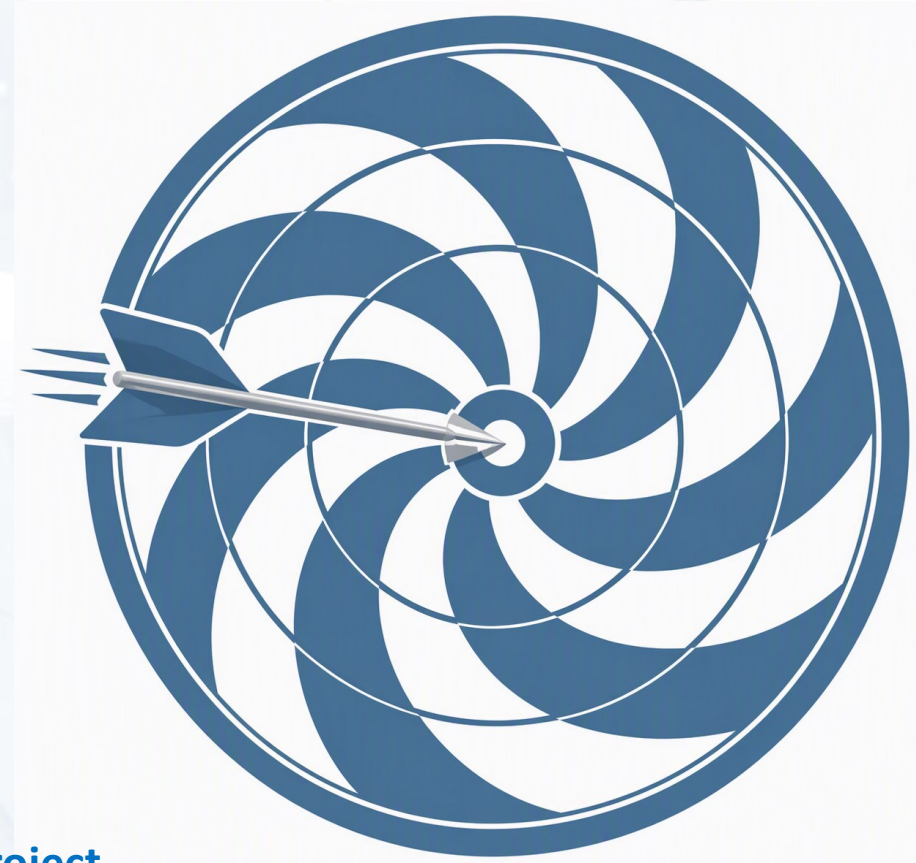
- Provides a reliable reference for:
  - ✓ Future renovations and capital projects
  - ✓ Maintenance and troubleshooting
  - ✓ Utility locations and infrastructure
  - ✓ Emergency response
  - ✓ Space planning
  - ✓ Regulatory / permitting records
- Reduces the risk of having to **rediscover existing conditions** on future projects



Facilities 201

Lisa Martin

Coordinator Design & Construction Projects

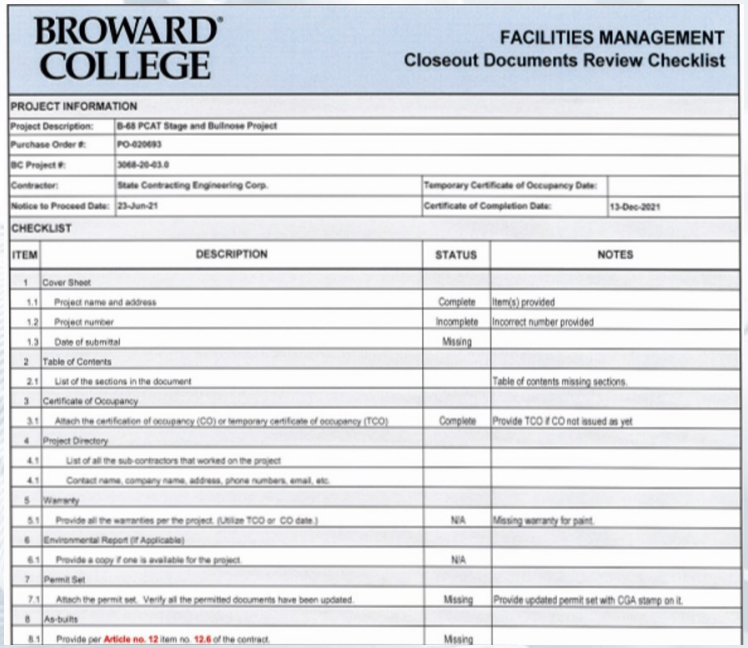


- Project Close Out Checklist
- Close Out Requirements
- The Process

Key Message:
A successful project closeout transforms a completed construction project into a fully documented, operational, and maintainable facility while protecting the owner's investment.

BROWARD COLLEGE

WHAT TO INCLUDE?



BROWARD COLLEGE

FACILITIES MANAGEMENT
Closeout Documents Review Checklist

PROJECT INFORMATION

Project Description:	B-68 PCAT Stage and Bullnose Project		
Purchase Order #:	PO-020693		
BC Project #:	3068-20-03.0		
Contractor:	State Contracting Engineering Corp.	Temporary Certificate of Occupancy Date:	
Notice to Proceed Date:	23-Jun-21	Certificate of Completion Date:	13-Dec-2021

CHECKLIST

ITEM	DESCRIPTION	STATUS	NOTES
1	Cover Sheet		
1.1	Project name and address	Complete	Item(s) provided
1.2	Project number	Incomplete	Incorrect number provided
1.3	Date of submittal	Missing	
2	Table of Contents		
2.1	List of the sections in the document		Table of contents missing sections.
3	Certificate of Occupancy		
3.1	Attach the certification of occupancy (CO) or temporary certificate of occupancy (TCO)	Complete	Provide TCO if CO not issued as yet
4	Project Directory		
4.1	List of all the sub-contractors that worked on the project		
4.1	Contact name, company name, address, phone numbers, email, etc.		
5	Warranty		
5.1	Provide all the warranties per the project. (Utilize TCO or CO date.)	N/A	Missing warranty for paint.
6	Environmental Report (If Applicable)		
6.1	Provide a copy if one is available for the project.	N/A	
7	Permit Set		
7.1	Attach the permit set. Verify all the permitted documents have been updated.	Missing	Provide updated permit set with CGA stamp on it.
8	As-builts		
8.1	Provide per Article no. 12 item no. 12.6 of the contract.	Missing	

CLOSEOUT PROCESS CHECKLIST

- 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 Inspection and Building Officials
- Final retainage payment may be withheld until Close Out Documents are furnished, reviewed, and approved

"A project is not truly complete when construction ends. It is complete when all documentation, obligations, and knowledge have been successfully transferred, ensuring the facility can be operated, maintained, and supported for years to come."

CLOSEOUT REQUIREMENTS

- Review and provide Broward College Close Out Process and Check List

- At each Owner-Architect-Contractor (OAC) Meeting, provide an Agenda Item for Project Closeout. 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



- Review Closeout Documentation with BC Team.
- Provide Closeout Documents in both hard copy and electronic format (One of each).
- Provide Site Survey of Utilities, if applicable.
- Provide TCO and CO Documentation to verify approval Fire Marshal and Building Officials.

CLOSEOUT PROCESS

REMINDER

Upon completion of the Project, the ARCHITECT/ENGINEER shall furnish the OWNER with one (1) full-size (24” x 36”) printed set of comprehensive record documents. These documents must reflect all changes made during construction based on marked-up prints, drawings, and other field data. Additionally, the ARCHITECT/ENGINEER shall provide these identical record documents in both CAD and PDF formats on a flash drive.

The CM needs to submit the Closeout Package through Procore as a submittal. It's crucial that the closeout items within the package are presented in the exact order specified on the BC closeout checklist.

This submittal requires a two-step approval process: first by the A/E, and then by the BC PM. Remember to also add the package to the "Closeout" folder within the "Documents" section of Procore.

DELIVERABLE MATRIX

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



MAJOR EQUIPMENT TRANSFER CONTROL

Format for equipment transfer information:

- Location
- Usage Information
- Dates
- Cost/Purchase
- Warranty

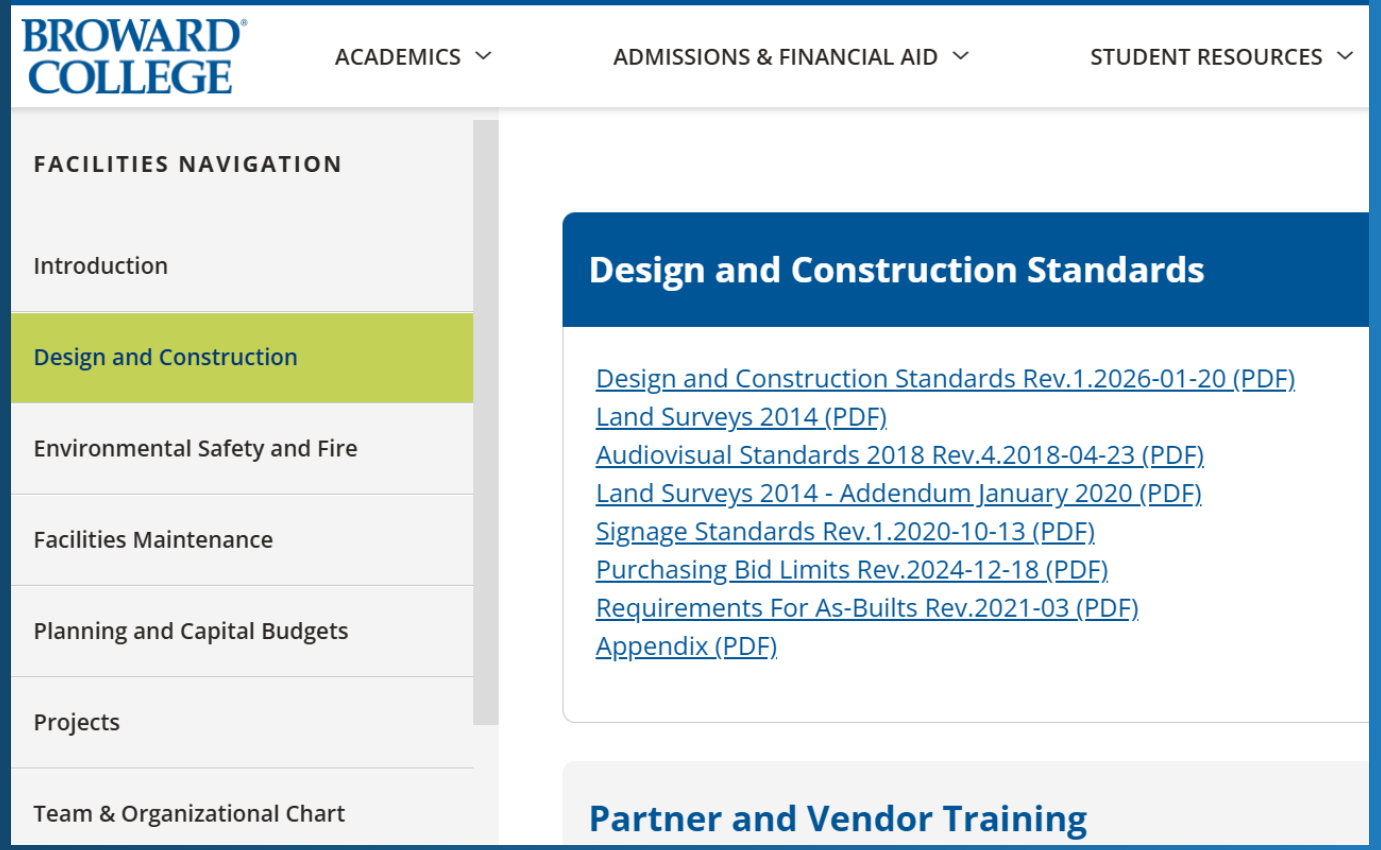
Archibus Data Transfer

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

Facilities 201 – References

Design & Construction Website Link below

https://www.broward.edu/about/community/facilities/design-and-construction.html



Auxiliary Services Contact Information

AUDIO VISUAL

- Ricardo Hawkins – Interim Asst. Director Audiovisual - rhawkins@broward.edu

PUBLIC SAFETY - ACCESS CONTROL and CAMERAS

- Anson Huckleby –Emergency & Safety Mngmt - ahuckleb@broward.edu
- Mario Funk – Manager Physical Security - mfunk@broward.edu

VENDING MACHINE

- Kevin Delsoin – Senior Director Auxiliary Services - kdelsoin@broward.edu

Facilities Financials

- GMP Submittals Overview
- Change Orders, Contingency Change Authorizations
- Construction Progress Payments (Pay Apps)



Amanda Williams
Senior Director, Capital Budgets
Email: awillia1@broward.edu



Faustin Vincent
Senior Analyst, Construction & Capital Accounts
Email: fvincent@broward.edu

GMP Submittal Requirements

GMP Proposal

1 Project Information

- Project Number & Name
- Executive Summary

2 Cost & Scope

- General Conditions / General Requirements / CSI Divisions
- Description of Work
- Quantities
- Units (hour, week, month, lump sum, etc.)
- Labor & Material Unit Costs
- Subtotals & Grand Total

3 CSI Division Support

- Original & Revised Bid
- Bid Tabulation with Bidder/Subcontractor Name
- Subcontractor Proposals
- Bid Evaluation
- Project Schedule

Required Before Proceeding

Current COIs

- General Liability, Auto Liability, and Workers Compensation
- Expired COIs may result in a halt to work in progress.

No NTP by Verbal Agreement

- Verbal/informal agreement on the GMP proposal does not constitute a Notice to Proceed (NTP).

Current BC Contract

- Vendor must have an existing and current contract with Broward College.

Facilities 201

BROWARD COLLEGE

FACILITIES MANAGEMENT
GMP Markup Calculator

PROJECT INFORMATION

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

Line Item	Description	% Markup	Dollar Amount	Description Detail
a	Direct Cost		$1,266,967.00	Includes general conditions, general requirements, all the CSI divisions (as applicable to the project)
c	OH&P	7.00%	$88,687.69	Note: Change markup % per the fee scale in the CM at Risk Contract based on "c"
e	Subtotal with OH&P		$1,355,654.69	
f	Insurance	1.25%	$16,945.68	Based on "e" Typical accpeted range from 0.75% - 1.5%
g	Builder's Risk	0.50%	$6,778.27	Based on "e" but included at Owner's discretion Projects less than $1M do not require per Risk Mngt
	Subtotal with Insurance/s		$1,379,378.65	
h	Bond (Payment & Performance)	1.50%	$20,690.68	Based on "e + f + g" Typical accpeted range from 0.75% - 1.5%
	Subtotal with Bond		$1,400,069.33	
	Contingency	5.00%	$70,003.47	At Owner's discretion 5% to 10% if needed.
i	**TOTAL AMOUNT OF GMP**		**$1,470,072.79**	Amount of the Purchase Order to be issued

Change Orders

- CM initiates change order proposal due to:
  - Substantial change in scope
  - The dollar value of new scope exceeds the available contingency balance
  - Upon BC PM request
- CM submits both the *BC Facilities Management Change Order Request (COR)* and proposals in Procore for approval by A/E and BC PM
- Proposals must be substantiated with detailed estimates of labor, materials, and equipment for self-performed, subcontractor, and/or vendor work

BROWARD COLLEGE

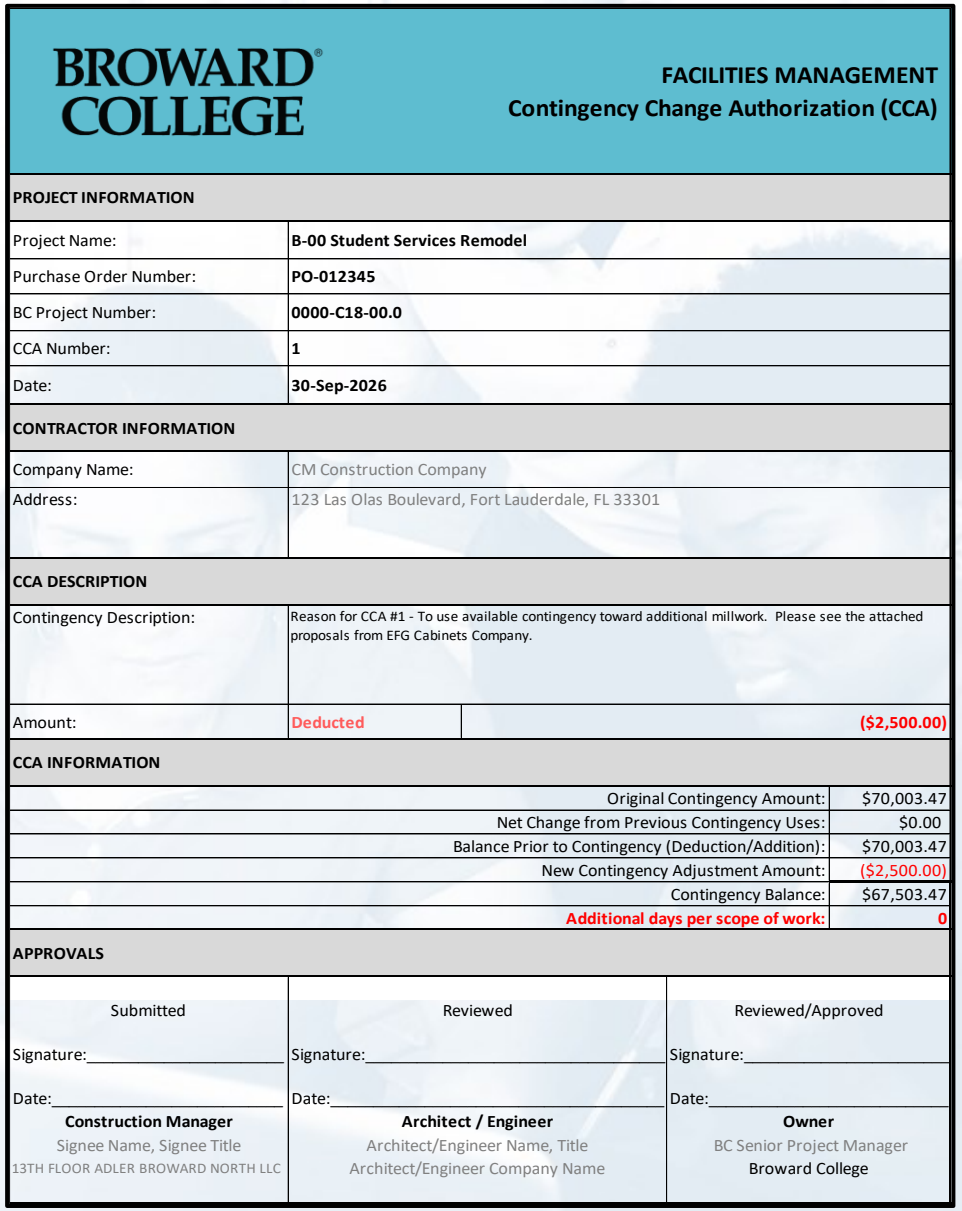
FACILITIES MANAGEMENT
Change Order Request (COR)

PROJECT INFORMATION		
Project Name:	B-00 Student Services Remodel	
Purchase Order Number:	PO-012345	
BC Project Number:	0000-C18-00.0	
Change Order Request Number:	1	
Date:	8-Oct-2026	
CONTRACTOR INFORMATION		
Company/Vendor Name:	CM Construction Company	
Address:	123 Las Olas Boulevard, Fort Lauderdale, FL 33301	
CHANGE ORDER DESCRIPTION		
Reason for Change:	Reason for Change Order #1: Additional scope for electrical services needed. Please see the attached proposals from ABC Electrical Company.	
Amount:	Additional	$10,000.00
CHANGE ORDER INFORMATION		
Original Purchase Order Amount:		$1,470,072.79
	Change Amount:	$10,000.00
	New Purchase Order:	**$1,480,072.79**
	Contract time will be increased by this amount of days :	**0**

Submitted	Reviewed	Reviewed/Approved
Signature:_____	Signature:_____	Signature:_____
Date:_____	Date:_____	Date:_____
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 Authorizations (CCA's)

- CM initiates a CCA for the following:
  - An SOV line item shortage
  - Transfers between SOV lines
  - A change in subcontractors
  - A change in General Conditions
  - A project timeline extension
- A CCA must be substantiated with detailed estimates of labor, materials, and equipment for self-performed, subcontractor, and/or vendor work
- CM submits both the *BC Facilities Management Contingency Change Authorization (CCA)* and proposals in Procore for approval
- CM is responsible for maintaining and providing a CCA log with each payment application



BROWARD COLLEGE

FACILITIES MANAGEMENT
Contingency Change Authorization (CCA)

PROJECT INFORMATION	
Project Name:	**B-00 Student Services Remodel**
Purchase Order Number:	**PO-012345**
BC Project Number:	**0000-C18-00.0**
CCA Number:	**1**
Date:	**30-Sep-2026**
CONTRACTOR INFORMATION	
Company Name:	CM Construction Company
Address:	123 Las Olas Boulevard, Fort Lauderdale, FL 33301
CCA DESCRIPTION	
Contingency Description:	Reason for CCA #1 - To use available contingency toward additional millwork. Please see the attached proposals from EFG Cabinets Company.
Amount:	Deducted ($2,500.00)

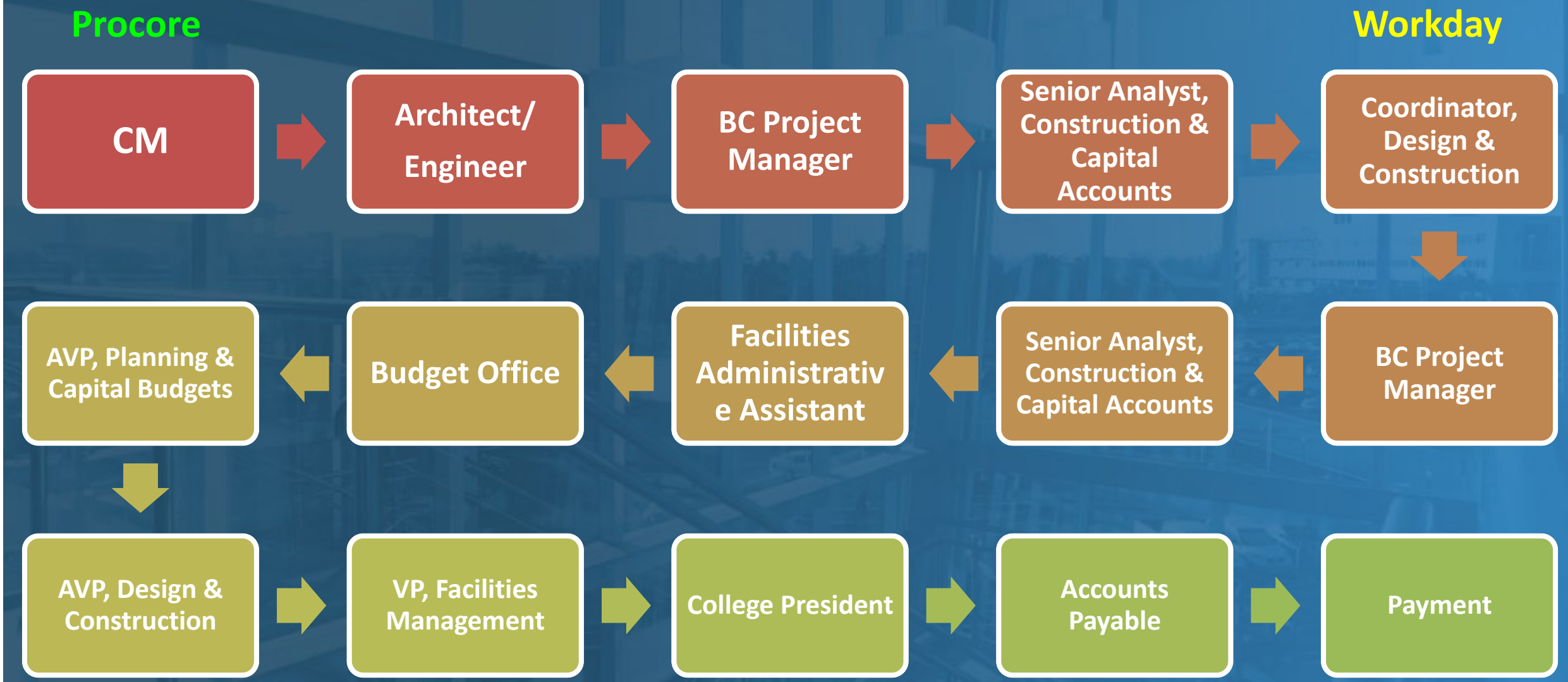
CCA INFORMATION	
Original Contingency Amount:	$70,003.47
Net Change from Previous Contingency Uses:	$0.00
Balance Prior to Contingency (Deduction/Addition):	$70,003.47
New Contingency Adjustment Amount:	($2,500.00)
Contingency Balance:	$67,503.47
Additional days per scope of work:	**0**

APPROVALS

Submitted	Reviewed	Reviewed/Approved
Signature:_____	Signature:_____	Signature:_____
Date:_____	Date:_____	Date:_____
Construction Manager	**Architect / Engineer**	**Owner**
Signee Name, Signee Title	Architect/Engineer Name, Title	BC Senior Project Manager
13TH FLOOR ADLER BROWARD NORTH LLC	Architect/Engineer Company Name	Broward College

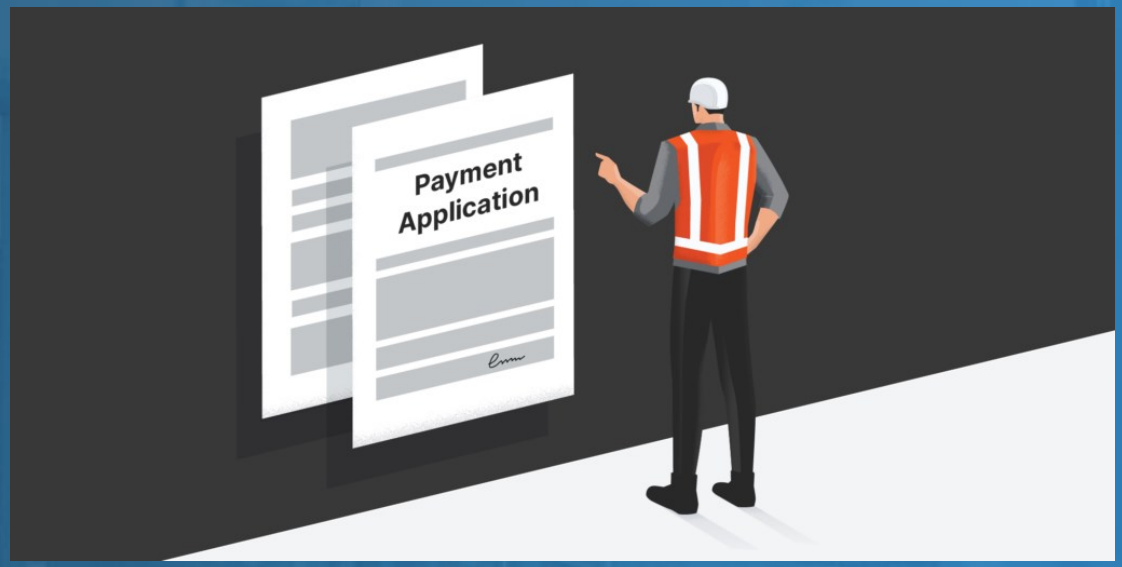
Facilities 201

CM Payment Application Approval Cycle



How to Help Expedite Payments

- Following proper format on all pay app forms
- Change the approval time frame in Procore to fewer days per approver – defaults to 14 days
- Avoid frontloading general conditions
- Include only fully approved CCA's in your request
- Provide ALL supporting documentation – including but not limited to the CCA log, labor reports, subcontractor invoices, general requirements invoices, receipts, etc.
- Explanations for confusing items – add a clear note
- Be sure your supporting documents match exactly to the line item to avoid minor additions/deductions on future pay applications
- Request change from paper check to ACH payments



Ryan Powell

AVP of Facilities Maintenance

Maintenance

- Facilities Operations & Maintenance
- Capital Project Coordination
- Contractor Coordination



Facilities 201

FACILITIES OPERATIONS & MAINTENANCE

Ryan Powell | rpowell@broward.edu | 954.201.2658

Leading College-Wide Maintenance Operations

BUILDING SYSTEMS

Roofing
Mechanical & Electrical
Plumbing
Energy Management

CAMPUS SERVICES

Custodial & Painting
Landscape & Grounds
Fleet & Locksmith

REPAIRS & IMPROVEMENTS

Building Repairs
Minor Renovations

CAPITAL PROJECT COORDINATION

SUBJECT MATTER EXPERTS

Mike Coval
Senior Director, Telecommunications & Electrical Systems

Yohannes Asgedom
Senior Director, Energy Management Systems

Lindel Davidson
Director, Collegewide Landscape & Grounds Maintenance

CAMPUS MANAGERS

Harold Celicourt
North Campus

Christopher Tavares
Central Campus & Fleet

Michael McManigal
South Campus

CONTRACTOR COORDINATION

IDENTIFICATION

Company identification should be visible on vehicles and worn by personnel.

CAMPUS ACCESS

Coordinate access routes with the Facilities Manager and Grounds Director to protect sidewalks, irrigation, and underground utilities.

LANDSCAPING

Coordinate branch removal with the Grounds Director and use a qualified professional grounds maintenance service.

DESIGN & CONSTRUCTION STANDARDS

Follow applicable Broward College standards. Coordinate questions or proposed deviations before proceeding.

Mike Coval

Subject Matter Expert: Electrical Services

O&M Manuals Essentials

Asset records and as-built drawings

Exact make, model and serial numbers.
Final architectural, mechanical and electrical layouts.

Maintenance and operating instructions

Routine service schedules and lifecycle tasks.
Normal controls and seasonal startup/shutdown.

Safety and closeout documents

Emergency controls, lockout/tagout and arc flash studies.
Contacts, warranties, test results and commissioning.



Facilities 201

Access for Lighting Maintenance

General access and stairwells

Design lighting for maintenance without scaffolding.
Wall-mount stairwell fixtures no higher than 8 feet above stairs or landings.

High ceilings and theaters

Provide clear access for a boom, scissor or atrium lift in high-ceiling areas.
Provide overhead catwalk access or an approved rigging system in theaters.

Concealed fixtures

Provide access panels for fixtures in hard ceilings or walls when technicians cannot service them from the front.

Working Clearance and Site Restoration

Equipment working clearance

Maintain working clearances required by the manufacturer and applicable codes.

Access panels

Size and locate panels for the actual service task, with suitable load ratings.
Coordinate nominal sizes with rough openings and comply with safety requirements.

Site restoration

Restore grading, compaction and landscaping for long-term ground stability.
Keep manholes, curb boxes and handholes fully visible and accessible.

Robert Probel

Director-Health and Safety

Health & Safety and Locksmith

- Protect People and Property
- Prevent Accidents
- Maintain Access



Facilities 201

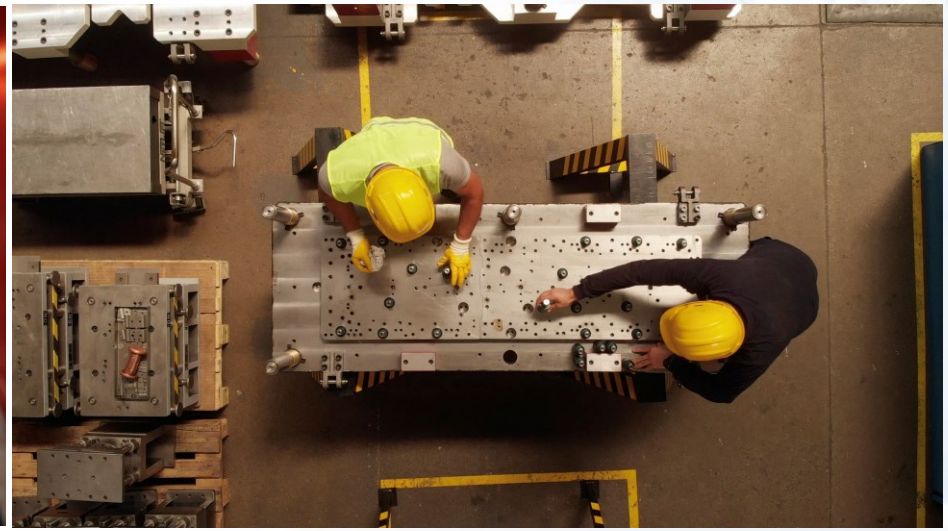
Robert Probel Email: rprobel@broward.edu Phone: #561-234-9697

Facilities Management Health and Life Safety

Ken Hunt Email: khunt@broward.edu Phone: #954-201-6999

Facilities Management Locksmith Manager







Safety Checklist:

- Clearly Mark Temporary Changes to EXITS and EVACUATION Routes
- Establish Emergency Access Route for Emergency Personnel
- Perform Daily Inspections to Verify Safety (Maintain New Project Energy)
- Make Sure a Fire Extinguisher is Available and Visible (Known to All)
- Coordinate Hot Work in Advance with Health and Safety, Maintenance, Public Safety
- Control Construction Debris and Waste
- Watch How Employees Work

Areas of Concern During Construction

Exterior	Interior	Services
Sidewalks	Doors	Fire Alarm/Sprinklers
Access Paths	Chemicals	Plumbing
Fire Hydrants	Signage	Electrical
Exit Doors	Floors	Air Conditioning
Grounds	Material Storage	Elevators

Ken Hunt

Manager, Locksmith

What We Provide

- Door and Hardware Consultation
- Construction Keying
- Access Control Coordination
- Security Hardware
- Repairs and Adjustments

What We Request

- Early Involvement
- Control of Keys Issued (Security)
- Construction Schedule
- Changes & Substitutions

Facilities 201 – Lesson learned

Jorge A. Rodriguez

- AE & CM Proposal using correct format (Please refer to the Facilities 101)

- At field office Trailer shall have;
  - CM to have two sets of contract drawings
    - Building Official Stamped Approved sign and sealed drawings
    - Record Set to be utilized for "As-Builds"
    - The above drawings need to be on a Table (min 3’x6’) for reviewing

  - CM to review the drawings at the 30%,60%, 90% or other stages and provide substantial constructability review findings, not wait till 100% drawings.

  - 45 days requirement of submitting close-out documents, not being adhered to. This is causing Broward College hardship, due to not being able to transfer any surplus monies to other projects or in such cases, the state or grants funds need to be encumbered by a certain date.

- Fire Alarm “nuisance”, due to CM not covering smoke detectors as per industry standard

- Notice of College interruptions activities, shall be incorporated in the two week look ahead schedule, and proper planning, when considering demolition, saw cutting, specifically noise related activities should be considered during after hours and weekend work.

- Pre-MEP construction activities shall not commence until a pre-construction meeting has been conducted with the MEP subcontractor and the College’s MEP Subject Matter Experts (Mike and Yohannes) in attendance. The meeting shall be recorded, formal meeting minutes shall be prepared, and the recording and meeting minutes shall be uploaded to Procore.

- Procore – AE needs to be more engaged and complete task, such as closing RFI’s, Punch list…, uploading punch list

- A/E firms shall review and revise their construction details to ensure they are project-specific and applicable to Broward College projects. Generic details that do not comply with or apply to BC Standards should not be included in the construction documents.
  - Recommendation: Broward College recommends that each A/E firm establish and maintain a standard BC Details folder containing the approved and applicable details for BC projects. This will help ensure consistency and eliminate the use of generic or non-applicable details. Specific Example: Podium – Horizontal Dimensions.

Facilities 201 – CLOSING COMMENTS & NEXT STEPS

- What can we do better?
- What is working well?
- Where are the opportunities for improvement?
- What processes or procedures should we revisit?
- What are your recommendations?

THANK YOU

Thank you for your participation and feedback.