WELCOME!

FACILITIES MANAGEMENT 101 PRESENTATION
John Dunnuck, Senior Vice President

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Office Phone: (954) 201-7405
Facilities Management

Kenneth Klindt, Senior Associate Vice President

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Office Phone: (954) 201-6972
Broward College Top 10 Video Link: https://www.youtube.com/watch?v=FmTZRbdDR5Y

Facilities Management 101 Presentation
LOCATIONS

A. Hugh Adams Central Campus |
   Cypress Creek Admin. Center / Online Campus |
   Judson A. Samuels South Campus | Aviation Annex |
   North Campus | Miramar Town Center | Pines Center |
   Willis Holcombe Center | Weston Center |
   International Centers & Affiliates |
   Miramar West Center | Tigertail Lake Recreational Center | YMCA
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.
Facilities Planning and Capital Budget

Ana Ovalles  
AVP, Facilities Planning and Capital Budget

Amanda Williams  
Senior Analyst, Construction & Capital Accounts

Jonathan Iglesias  
Associate Project Manager, Facilities

Facundo Poj  
Building Information Manager

Jean Griffin  
Executive Assistant

Sheldon Riles  
Senior Director, Real Estate

Jacqueline Gonzalez  
CAD Operator
Facilities Collegewide Maintenance

Marcus Wilson
AVP Facilities Collegewide Maintenance

Aldrin Divinagracia-Lake
Administrative Specialist III

Ryan Powell
Manager, Campus Facilities

Christopher Tavares
Manager, Campus Facilities

Michael McManigal
Manager, Campus Facilities

Yohannes Asgedom
Manager, Energy Management Systems

Mike Coval
Manager, Telecom/Electrical System

Janet Similien
Administrative Specialist III

Laura Ozment
Manager, College-Wide Landscape & Grounds Maintenance

Kenneth Hunt
Manager, College Locksmith
Environmental Safety

Nathan Sade
Senior Director, Environmental Safety and
Chief Fire Official
Deborah Czubkowski, Associate Vice President

Email: dczubkow@broward.edu
Office Phone: (954) 201-6900
Facilities Design and Construction

Deborah Czubkowski
AVP, Facilities Design and Construction

Robert Bellot
Senior Construction Project Manager

Priscila Fort
Senior Construction Project Manager

Nelson Goris
Senior Construction Project Manager

Patsy Lenox
Executive Assistant

Juan V. Rosa
Administrative Specialist III
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AVP for Business Services and Resource Management
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Auxiliary Services

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Senior Director, Auxiliary Services
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Building Department

Otto Letzelter
Calvin Giordano & Associates, Building Code Administrator
E: oletzelter@cgasolutions.com P: 1 (954) 650-3371

Nicole Ingersoll
Calvin, Giordano & Associates, Building Code Manager
E: ningersoll@cgasolutions.com P: 1 (954) 766-2717
Coordinate's scheduling, permits and billing
• Break at 10:00 A.M.
• Snacks provided by Dunkin Donuts
• Cold beverages provided by Broward College Auxiliary Services
• No food or drinks inside the auditorium

• Restrooms and water fountains located behind the Auditorium
• Cell phone’s ringer off
• BC is a Tobacco Free Workplace
FACILITIES MANAGEMENT OVERVIEW

Initiation  Planning  Design  Pre-Con  Execute  Occupancy  Closeout
Ana Ovalles, Associate Vice President

Email: aovalles@broward.edu
Office Phone: (954) 201-6512
INITIATION
PLANNING & BUDGET

1 Capital Funding
- Capital Improvement Plan
- Plant Survey
- FDOE Required Forms
- SREF Compliancy
- Upcoming Funding

2 Real Estate
- Campus Developments
- Drainage Master Plan
- Storm Water Master Plan
- Surveys

3 Programming & Schematic Design
- Programming and Scope feasibility
- BC Resources
- Schematic Design
- FF&E Plan
- Interior Finishes Standards
- Approval by Stakeholders

4 Building Information Management
- Survey Guidelines
- CAD Standards
- As-built Standards
Identify Need & Funding

Ana Ovalles, Associate Vice President, Facilities Planning and Budget

• Capital Improvement Plan and Plant Survey

• Any project remodel/renovation project over 300K to be formally submitted to FLDOE

• Projects may be driven by condition assessment. BC Condition Assessment use also to request State Funding and support CIP requests

• Remodel or Renovation projects may be requested by Campus

• Projects prioritized based availability of funding and review by Senior Administration

• Budget Analysis based on current Construction Cost shared by State Formula
Continuing Services Architects:

- AVP of Design and Construction will submit request on behalf of the Architect representative
- You will be assigned a Broward College email address
- You will be able to submit and manage FDOE forms on Broward College’s behalf

All other continuing services Vendors:

- AVP of Design and Construction will submit list of vendors and their representatives to Safety and Security
- Once Safety and Security receives the list, you should be able to request a badge at their office in Cypress Creek
• All College related Renovation/Remodel or New Construction follow SREF Guidelines

• State Requirement for Educational Facilities 2014 – read the rules!

• Planning is based of documents requested by the Department of Education

• A budget is based on current cost of construction submitted to DOE each year by FL 28 Colleges

• Classroom capacities are based on SREF, and occupancy is EDUCATIONAL on all remodel/renovation/new construction projects

Following the State Requirements for Educational Facilities (SREF) 2014 updates:

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


• OEF Form 110A - Project Implementation Information
• OEF Form 110B - Certificate Of Occupancy
• OEF Form 208 - Letter Of Transmittal
• OEF Form 208A - Facility Space Chart/Net And Gross Square Footage
• OEF Form 209 - Certificate Of Final Inspection
• OEF Form 220 - Building Permit Application
• Depending on the size of the project Construction Documents may be required

Electronic submission of these forms is available thru EFIS:

• The architect or engineer should be added as a contingent worker
• At Broward College email account is provided to the vendor for the submission of these forms

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

Ana Ovalles, Associate Vice President, Facilities Planning and Budget

**PECO funding**: last year we received PECO was 2018-2019

**Federal Funds COVID19**: currently have projects that qualify for this type of funding. Example: HVAC, Chiller upgrades, wayfinding

**Deferred Maintenance**: Projects submitted to DOE, roofing replacements, window, domestic water. We received 24 million!!! Our Condition Assessment continues to be used for prioritization.

**Top priority projects**:
- Building 56 & Building 57 remodel and replacement
- Building 99 expansion

We continue to investigate revenue generating opportunities to offset the lack of PECO, but we are optimistic that the State will be open to bonding during the next years.
Broward College end users:
- Identify Stakeholders and Objective
- Value end-user needs for particulars
- Request sign-off from Deans and Presidents involved

Scope:
- Based on feedback from Facilities Team
- Always going back to what budget allows

BC Resources:
- Coordination and plan review with the following BC personnel: Electrical, HVAC, Access Control, CCTV, Landscape Services AV, Fire, IT, Locksmith and others
Schematic Design according to approved budget

- Review BC standards
- Proposed changes
- Coordinate power/data with engineering team
- Coordinate finishes during construction (carpet, millwork, etc.)
- Participate in the Closeout Process
FF&E Coordination
Electrical & AV installation for furniture

- Internal approval BC resources
- Equipment layout based on approved equipment list
- Coordination of electrical and AV components in furniture with Design Professional
- Design Team to follow-up all updating documents
Develop FF&E Plan

Ana Ovalles, Associate Vice President, Facilities Planning and Budget

Standard Broward College Finishes

- Interior Design Standards provided through design document phase:
  - Implement standard colors for College-wide renovations and new construction
  - Coordination of furniture finishes with millwork and door laminates/finishes
  - Room Numbers
  - Signage Standards NEW
    - https://www.broward.edu/about/community/facilities/

- Architect responsible to provide Finish Floor Plans and Finish Board
Project Turnover

Ana Ovalles, Associate Vice President, Facilities Planning and Budget

Project turnover to Facilities Design & Construction

- Project is funded
- Project is reviewed by BC staff and end users
- Turnover to the Design & Construction team
  - Project Programming Template
- Senior Project Manager begins by setting up a project in Procore
Sheldon Riles, Senior Director, Real Estate – On vacation!

Email: sriles@broward.edu
Office Phone: (954) 201-4121
Real Estate Developments

Ana Ovalles, Associate Vice President, Facilities Planning and Budget

- Central Campus Development (Currently underway)
- Relocation of the Institute of Public Safety Driving Range (Currently underway)
- North Campus Development (Currently in the planning phase)
- Replacement and Remodel of Buildings 56 & 57 North Campus (Currently in the planning phase)
- Remodel of Building 99 on South Campus (Currently in the planning phase)
Facundo Poj, Building Information Manager

Email: fpoj@broward.edu
Office Phone: (954) 201-4165
Land Surveys

Facundo Poj, Building Information Manager

• Land Surveys are comprehensive documents which should include campus infrastructure, topography, surface and underground utilities, landscape, boundaries, surrounding roads and public infrastructure, point elevations, geographic coordinates, and block attributes; among other things

• BC Facilities has developed a Survey Guideline document which is available to our vendors

• Master survey must be updated for all work performed, including underground utilities

• Data collected supports GIS mapping of infrastructure

• Surveyors should provide/collaborate with condition assessments
Land Surveys

Facundo Poj, Building Information Manager

- Surveyors to formulate and provide updates to the Storm Water Master Plan and Recertification (Sheldon Riles, Senior Director of Real Estate)

- Surveyors will be required to prepare plot sketches and legal descriptions as projects require them

- Work may require coordination with the Drainage Districts, Local Municipalities, and Broward County

- Surveyors must be available to attend meetings as needed

- 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
Facundo Poj, Building Information Manager

- Land Surveys are complex documents with large amounts of information, for this reason it is imperative to keep CAD files clean and lean with proper layer and object management.
- Unused layers and objects should always be purged.
- Utilities should maintain proper connectivity.
- Make sure P-Lines are closed where it applies.

Our Surveyors:

North Campus – Keith and Associates
Central Campus – Avirom & Associates, Inc.
South Campus – Engenuity Group, Inc.
Standards apply to all CAD documents to be submitted to BC

BIM is building a library of documents that are clean and consistent for the benefit of BC and our vendors

Follow USNCS (U.S. National CAD Standard) for layer naming and description

Keep documents clean and purged of unused layers and objects

Architectural documents are considered sensitive under USDHS regulations (NDA)
• Avoid building up on previous documents’ errors
• Avoid superimposition and multiplicity
• All objects on a 2D drawing must be located at zero on the Z axis
• Locate lower left corner of drawings at the 0,0,0 insertion point
• Make sure to include all X-ref files when submitting CAD files
• BC will accept and properly archive Revit files for future use, but all files produced in Revit must be converted and delivered as CAD (dwg) also
As-Builts

Facundo Poj, Building Information Manager

- As-Builts must be delivered both as hard copy and electronic format in CAD and PDF
- All building systems, architectural, engineering, and site related information must be included in the As-Built set; the As-Built should be a full and comprehensive set
- BC Facilities has developed an As-Built Guideline document which is accessible to our vendors
- The MEP section of the As-Builts should include more information than the original construction set. The MEP As-Built should show how/where mechanical, electrical and plumbing lines were laid on site
- Final payment will be withheld until As-Built are furnished, reviewed, and approved
As-Builts are an absolute requirement and must be submitted at the end of a project.

As-Built drawings shall be kept current during the duration of the work, not produced as an afterthought.

The Architect/Engineer will review the Contractor’s As-Built drawings each month.

Contractor to coordinate with BC Senior Project Manager for the surveyor vendor selection per campus.
Audiovisual Technology

Jonathan Iglesias, Associate Project Manager, Facilities

Email: jiglesia@broward.edu
Office Phone: (954) 201-6817
Broward College Facilities Management meets with Broward College Audio Visual Team as early as 30% for preliminary design review

AV Proposal is collected from AV term vendor after 90%; any changes to the design plan will need to be coordinated immediately

Final proposal is submitted as part of GMP

CM to issue electrical subcontractor PO which includes AV

Electrical sub to coordinate AV component with AV term vendor

AV walkthroughs performed as needed until job is fulfilled
Deborah Czubkowski, Associate Vice President

Email: dczubkow@broward.edu
Office Phone: (954) 201-6900
Your main point of contact for the projects

Nelson Goris
Senior Construction Project Manager
Broward College North Campus
Email: ngoris@broward.edu
Office Phone: (954) 201-2550

Priscila Fort
Senior Construction Project Manager
Broward College Central Campus
Email: pfort1@broward.edu
Office Phone: (954) 201-6975

Robert Bellot
Senior Construction Project Manager
Broward College South Campus
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Office Phone: (954) 201-8706
Nelson Goris, Senior Construction Project Manager

Email: ngoris@broward.edu
Office Phone: (954) 201-2550
Note:
Procore training can be provided. See sign-up sheet circulating on today's presentation.
Responsibilities

**Broward College**
- BCSPM will set-up projects
- Setup Directory and send invites
- Historic Reference Documents (As-Builts)
- Topographic
- Underground Utility Survey
- Meeting Minutes prior to Preconstruction Meeting
- Environmental reports

**Architect/Engineer**
- Construction Documents
  - Including all percentage complete sets
  - Electronically Signed Permit Set
  - Place all permit set and revisions in “Drawings” and “Document” folders
- Specifications
- RFI Response
- Observation Reports
- Punchlist
- Photos

**Construction Manager**
- Project Sub Directory
- Daily Logs
- Initiate RFI’s
- Building Code Official (Inspection reports and permits)
- Reports including Geotechnical, Material Testing, etc.
- OAC Meeting Minutes
- Schedule Updates
- Submittals - (Shop Drawings, Pay Applications, Contingency Change Order, Change Orders, etc.)
- Closeout documents
- Photos

BC Project Management Software

Nelson Goris, Senior Construction Project Manager
BC Project Management Software

Nelson Goris, Senior Construction Project Manager

Broward College Templates

BC Available Templates

• Pay Applications
• Change Order
• CCA Contingency
• Close-out Equipment List
1. Go to Broward.edu
   https://www.broward.edu/index.html

2. Community/Public

3. DOING BUSINESS WITH BROWARD COLLEGE
   - Facility Rentals
   - Facilities Management
   - Procurement Services
   - Supplier Relations and Diversity

4. DESIGN AND CONSTRUCTION STANDARDS
   - Land Surveys v. 2014
   - Land Surveys v.2014 - Addendum January 2020
   - Design and Construction Standards Rev.6.2018-09-14
   - Purchasing Bid Limits Rev.2020.11.18
   - Audiovisual Standards 2018 Rev.4.2018-04-23
   - Signage Standards Rev.1.2020-10-13
BC Design + Construction Standards

Nelson Goris, Senior Construction Project Manager

Conformance Statement

• A/E review standards and sign conformance statement

• CM review standards while reviewing A/E documentations
Design Documents Phase

- Detailed walkthrough of existing conditions
- For construction projects under $300K - Submit 100% CD’s for review followed by a Permit Set
- For construction projects over $300K - Submit 30%, 60%, 90% and 100% CD’s to BC SPM for review followed by Permit Set
- BC may choose to request fewer submittals
- Commence FDOE documentation

Pre-Construction Phase

- Evaluate budget estimates
- Evaluate Value Engineering Opportunities
- Review GMP

Construction Administration

- Construction observations
- Coordinate finishes (carpet, millwork, etc.)
- Review and approve/reject submittals
- Review of Pay Applications, CCA’s and Change Orders

Closeout

- Punchlist
- Review Closeout Documents including As-builts
- Review final payment and retainage payment
- Complete FDOE forms
### A / E Construction Document Deliverables

**Nelson Goris, Senior Construction Project Manager**

<table>
<thead>
<tr>
<th>30% Design Documents</th>
<th>60% Design Documents</th>
<th>90% Design Documents</th>
<th>100% Design Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Confirm Schematic Design As-Buils / Existing Conditions</td>
<td>• Response letter to all previous review comments</td>
<td>• Response letter to all previous review comments</td>
<td>• Response letter to all previous review comments</td>
</tr>
<tr>
<td>• Provide Conformance Statement</td>
<td>• Coordination of furniture and equipment with power and data requirements</td>
<td>• Preliminary structural calculations as required</td>
<td>• Final documentation, specifications, schedules, calculations, etc. for permit submittal</td>
</tr>
<tr>
<td>• Coordination with BC Resources:</td>
<td>• Reflected Ceiling Plans</td>
<td>• Submit required Energy Code forms, Mechanical Load calculations, Photometric calculations for normal and emergency power</td>
<td>• Final Approval from BC Fire Marshal</td>
</tr>
<tr>
<td>✓ Information Technology</td>
<td>• Preliminary interior and exterior color and finish schedule</td>
<td></td>
<td>• Prefilled OEF Forms for the project OEF 100A, 110B CO and Final Inspection 209</td>
</tr>
<tr>
<td>✓ Locksmith</td>
<td>• Coordination of the trades in one drawing (ie. HVAC, electrical, data)</td>
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<tr>
<td>✓ Electrical and Plumbing</td>
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<tr>
<td>✓ Mechanical</td>
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<tr>
<td>✓ Landscape</td>
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<tr>
<td>✓ Fire Protection</td>
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<tr>
<td>✓ Audio Visual</td>
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<tr>
<td>✓ Access Control</td>
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<td>✓ Security</td>
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<tr>
<td>✓ Interior Design</td>
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<tr>
<td>• FDOE initial submittals</td>
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</tbody>
</table>
Roofing Projects

Nelson Goris, Senior Construction Project Manager

1. BC Senior PM will contact our consultant for Roof Assessment and scope of work

2. BC Building Official will perform inspections as well as BC Roofing Consultant

3. For projects involving some roofing work, it is highly encouraged to contact the roofing continuing services contractors for the respective campus

4. For projects involving roofing work, the cost shall remain within the project and to be processed through the CM

Intertek PSI
Roof Consultant

Advanced Roofing
Central Campus, South Campus, Pembroke Pines, Miramar, Downtown Center

Hi-Tech Roofing
Cypress Creek North Campus

BROWARD COLLEGE
Jose Luis Hidalgo - Senior Director, Strategic Sourcing | Orlando Aponte, Jay Bergel - Procurement Officers

Jose Luis Hidalgo
Senior Director, Strategic Sourcing
Broward College Procurement Department
Email: jhidalg1@broward.edu
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Procurement Officer
Broward College Procurement Department
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Jay Bergel
Procurement Officer
Broward College Procurement Department
Email: jbergel@broward.edu
Office Phone: (954) 201-5317
Bidding Requirements

1. Construction Projects Estimated in excess of $300,000

2. Electrical projects in excess of $75,000

3. Procurement to approve advertisement (Once a week for a minimum of 3 weeks)

4. Bid openings (Must be publicly opened and BC official to be present)

5. Any correction or change in the advertisement (at least 7 days prior to bid opening date)

6. Complete drawings and the project manual shall be available to contractors on the date of the first legal advertisement
Bidding Process

Jose Luis Hidalgo – Senior Director, Strategic Sourcing | Orlando Aponte, Jay Bergel - Procurement Officers

Bid Advertisement

Per State Requirements for Educational Facilities (SREF)

Legal notice shall include at least the following information,(Per SREF 4(4.2))

1. Project name and name of Board
2. Location of the project
3. Brief statement describing the work
4. Date, time and place of bid opening
5. From whom and when contract documents are available, including deposit or charge
6. Other information for bidders: prequalification of bidders, notice of pre-bid conference, bid security, insurance, plan deposit and whether the Board intends to waive technicalities
7. Do not start work without a purchase order
Anthea Pennant, Senior Director

Email: apennant@Broward.edu
Office Phone: (954) 201-7307
Cell: (954) 547-3845
SDSB Program at BC

Program Goals
- Construction—34 percent
- Professional Services—7 percent
- Non-Professional Services—17 percent
- Goods & Supplies—10 percent

REQUIREMENTS FOR SDSB PROGRAM ENROLLMENT

1. Certification:
- Broward County (Florida) – Small Business Division
- Florida State Minority Supplier Development Council (FSMSDC)
- Miami Dade County (Florida) – Department of Business Development
- Palm Beach County (Florida) – Office of Small Business Assistance
- School Board of Broward County (Florida) – Office of Supplier Diversity and Outreach
- State of Florida – Office of Supplier Diversity
- Woman Business Enterprise National Council (Florida affiliate of WBENC)

For a List of registered vendors visit www.Broward.edu – Doing Business with BC – Link on left hand banner
2. Geographic Location:
Broward, Miami-Dade and Palm Beach County
(* Excluded on Federal funded projects)

3. Maximum Revenue Threshold:

<table>
<thead>
<tr>
<th>Classification</th>
<th>Annual Gross Sales Average Over 3 Years</th>
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<tbody>
<tr>
<td>Construction</td>
<td>$10 Million</td>
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<tr>
<td>Professional services</td>
<td>$5 Million</td>
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<tr>
<td>Nonprofessional services</td>
<td>$5 Million</td>
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<tr>
<td>Good &amp; Services</td>
<td>$5 Million</td>
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</tbody>
</table>
# Supplier Diversity Small Business (SDSB) Program

**Anthea Pennant, Senior Director**

## SDB Utilization

<table>
<thead>
<tr>
<th>Company Name of Subcontractor/Supplier</th>
<th>Contact Name and Phone Number</th>
<th>Business Licenses (Yes or No)</th>
<th>NIGP Code</th>
<th>Type of Work to be Performed</th>
<th>SDB Status</th>
<th>SDB Program Enrollment</th>
<th>SCDOT Program Approval Letter</th>
<th>Certification Agency Name (If applicable)</th>
<th>Octer ($) Valuation of Work or Supplies</th>
<th>Percentage of Total Contract Amount</th>
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</table>

**Proponent Company Name:** __________________________________________ **Project Name:** __________________________ **Contract #:** __________________________

**Authorized Principal:** ____________________________ **Proponent Contact Number:** __________________________

**Signature:** ____________________________ **Proponent Contact Number:** __________________________ **Date:** __________________________

---

*SDDB firms are certified by the State of Florida Office of Supplier Diversity, Southern Florida Minority Business Development Council (SFMBDC), School Board of Broward County, Women Business Enterprise National Council (WBE), Broward County Government, Palm Beach County Government and Miami-Dade County Government.*
Email: kdelsoin@broward.edu
Office Phone: (954) 201-6835
## Auxiliary Services

Kevin Delsoin, Senior Director

### Coordination

College Bookstores – Barnes & Noble  
Food Services – Smoothie King, Subway & Dunkin’  
Vending - Snack and Beverage

### Restrictions & Timelines

<table>
<thead>
<tr>
<th><strong>Bookstores</strong></th>
<th><strong>Vending Machines</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Access</td>
<td>• Power disruption</td>
</tr>
<tr>
<td>• Interior work</td>
<td>• Relocation</td>
</tr>
<tr>
<td>• Power disruption</td>
<td>• Urgent Issues</td>
</tr>
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<table>
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<tr>
<th><strong>Food Service</strong></th>
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<tbody>
<tr>
<td>• Power disruption</td>
</tr>
<tr>
<td>• Interior work</td>
</tr>
</tbody>
</table>
Big thank you to our Sponsor!

DUNKIN'®

SOUTHEAST ENTERPRISE HOLDINGS
Broward College

Facilities Management 101 Presentation
Facilities Design and Construction

Priscila Fort, Senior Construction Project Manager

Email: pfort1@broward.edu
Office Phone: (954) 201-6975
Pre-Construction CMs Responsibilities

Priscila Fort, Senior Construction Project Manager

• $4M threshold - CM typically engaged at the same time as the A/E Team.

• Value of CM’s participation at this phase:
  o Preliminary cost estimates
  o Review of Design Documents
  o Review Preliminary Schedules
  o Preliminary Site Evaluations

• Bid Process
  o Bid Advertisement
  o Bid Documents
  o Pre-Bid Meetings
  o BC SPM to be present at Bid Opening
Evaluate Cost / Value Engineering

Priscila Fort, Senior Construction Project Manager

- Sealed bids are to be open on the day and location as advertised with SPM and/or Procurement personnel present
- CM records all bids submitted
- CM to review bids and provide Value Engineering options
- CM formally presents GMP to SPM
- CM provides hard copies of GMP to SPM
- SPM distributes GMP to Design Team for additional review
GMP – Guarantee Maximum Price

Priscila Fort, Senior Construction Project Manager

- Schedule of Value
  - Summary Sheet
  - Detail Sheet
  - CSI Format
  - CM to follow BC standard summary list for overhead / profit and insurances
- Include Qualifications & Assumptions
- Acknowledgement of all submitted Design Documents including Addendums and Revisions
- Construction Schedule
**Purchase Order (P.O.)**

Priscila Fort, Senior Construction Project Manager

- SPM obtains approval of GMP from Design Team and BC stakeholders
- SPM submits request for Purchase Order
- Purchase Order is submitted
- Notice to Proceed is issued

*No work can commence without a Purchase Order*
Pre-Construction Meeting

Priscila Fort, Senior Construction Project Manager

• Refer to Preconstruction Meeting Agenda Template (located in the Design and Construction Standards)
  o Staging Area
  o Hours of Operation
  o Construction Cores / Replace locks
  o Other project related information

• Attendance
  o CM
  o Superintendent
  o BC SPM
  o End User
  o Building Official
  o Other BC Resources as applicable

• Meeting Minutes by BC SPM

• After the preconstruction meeting, CM will be responsible for Meeting Minutes
Marcus Wilson, Associate Vice President

Email: mwilson@broward.edu
Office Phone: (954) 201-6974
Access to your Worksite
Maintenance, Assessment and Repair Vendors
Upon arrival, vendor shall check in at:
• Facilities Building at each campus
• Campus Safety in main lobbies for center locations
Return to Facilities/Safety to sign out

No Borrowing College Tools or Equipment

Maintain your job site
Including landscaping within staging area
Otto Letzelter, Building Code Administrator

Email: oletzelter@Cgasolutions.com
Permits

Otto Letzelter, Building Code Administrator

- Construction must NOT begin without a permit posted on the jobsite. **Coordinate everything through the SPM**

- Obtain all subcontractor permits: Electrical, Mechanical, Plumbing, Low voltage, Roofing, Fire Alarm, Fire Sprinkler, Demolition, Site Utilities which can be found at Broward.edu

- Temporary Service and Construction trailer require permits and inspections

- Permits are to be posted on jobsite with approved plans for inspections

- Obtain other agency permits as required. SFWM, SBDD, CBDD etc.
Plan Reviews and Inspections

Otto Letzelter, Building Code Administrator

- Plan Reviews must contain the following: Coordinate everything through the SPM and upload everything to Procore. Provide a Complete Design incorporating all items of work.

- Photometrics for normal and emergency power. Include lighting design basis and complete control system design with written sequencing.

- Proposed site / civil work. Written statement to include the status of the Drainage District permit modification submittal or approvals and SFWM approvals.

- Demolition. Submit copy of asbestos report / environmental survey for the proposed area of renovation.
• Submit 1 copy of the Geotechnical Report and structural calculations. 2 sets; energy compliance forms, heating and cooling loads. Form FBC EC402-2020

• Provide a Statement of Sanitary Sewer capacity, water service, Fire Service and Chilled Water Service availability for the proposed project. Include parking impacts per SREF. Indicate green building performance compliance

• Provide complete project specifications. If separate project specifications books are not provided then provide a summary specification on the plans for door, hardware, insulation, lighting systems, finishes, ceiling treatments, plumbing fixtures, restroom partitions, AV infrastructure and any special provisions included in the project such as bike racks, lockers, ADA lifts, etc.

• When required, CM to provide a copy of their Preconstruction Plan Review
• Call in for all inspections. Provide copy or access to Procore for items required during inspection such as approved submittals

• Coordinate with SPM for all items / submittals requiring BC approval

• Review items of work prior to scheduling inspections. Review quality of work. Provide for all infrastructure within the walls and ceiling areas

• Review BC standards with subcontractors. Review items such as MEP infrastructure valve and box identification. Review functionality and access of items above ceiling and within access boxes or panels. Review manufacturing cut sheets and installation instructions. Duct detectors, fire dampers, VAV, and equipment clearances

• Pretest all systems prior to scheduling inspections. F/A, F/S, building controls, lighting controls, fan and motor controls, HVAC units, duct detectors

• Coordinate fire inspections with BC Chief Fire Official
Environmental Safety and Chief Fire Official

Nathan Sade, Senior Director

Email: nsade@broward.edu
Office Phone: (954) 201-6002
General Job Site Housekeeping Requirements

Nathan Sade, Senior Director, Environmental Safety and Chief Fire Official

- Fire protection systems and fire barriers should remain in place and in service as long as possible. Maintain all existing egress elements (routes/signage).
- Maintain Fire Department access to the site, hydrants, and fire connections.
- Portable fire extinguishers are required for all areas under construction or demolition.
- No smoking or vaping while onsite.
- Gas and electric service should be terminated when possible and labeled when remaining in service.
- Asbestos abatement must be coordinated with an approved vendor.
- Unprotected openings in floors should be avoided, including those for trash or debris removal.
General Job Site Housekeeping Requirements

Nathan Sade, Senior Director, Environmental Safety and Chief Fire Official

• Special precautions are necessary with hazards such as; oil-soaked floors, tanks that contain flammable/combustible liquids, or operations that produce excess dust

• CM to provide hot work permit plan to Chief Fire Official

• Fire Watch is required when taking the system offline. Must schedule in advance with Chief Fire Official. Daily notifications will be required when taking systems offline and again when reinstating

• Only use listed covers for smoke and heat detection devices - No bags or tape

• Minimize storage of combustible materials

• Dispose of waste, including food products, at the end of each shift
Fire Inspections

Nathan Sade, Senior Director, Environmental Safety and Chief Fire Official

• Schedule inspections jointly with Building Department & BC Chief Fire Official

• Provide copies or access to Procore for items required during the inspection, such as F/A and F/S plans and approved submittals onsite copies of all manufacturers' installation instructions and approved testing requirements for all alarm devices

• Review items of work and quality before scheduling inspections

• Pretest all systems before scheduling inspections

• Onsite fire system logs should be updated as work is performed

• Provide an updated device address log when devices are added or removed

• Provide completed NFPA inspection & testing forms

• Provide all necessary equipment onsite for testing; heat guns, smoke, magnets, etc.
Safety, Security & Emergency Preparedness

Grant S. Gundle, Associate Vice President

Email: ggundle@broward.edu
Office Phone: (954) 201-5321
Safety, Parking, and After-Hours Access

Grant S. Gundle, AVP, Safety, Security, and Emergency Preparedness

- **Safety Precautions**
  Safety is Everyone’s Responsibility!

- **Construction Projects – Access to your Worksite After Hours**
  Contractors must call 954-201-4357 (HELP) for Campus Safety assistance.

- **Maintenance and Repair Vendors – Access to your Worksite After Hours**
  Vendors must call 954-201-4357 (HELP) for Campus Safety assistance.

- **Parking on Campus**
  Park in designated parking areas for construction workers ONLY.
  When no construction parking areas are designated, park in open (unmarked) parking spaces.
  Do NOT park in reserved parking spaces:
    - Faculty/staff, disabled, loading zones, fire lanes, award recipients, etc.

- **Smoking Policy**
  The use of tobacco products on BC property is prohibited.

- **Required Conduct**
  Use of facilities, equipment, classrooms, computers, etc. Prohibited.
  Proper dress and language required.
  Music and radios prohibited.
  Interactions with students and faculty/staff kept to a minimum.

- **Incident Reporting**
  Call 911 for any assistance that requires emergency response.
  Call 954-201-4357 (HELP) for Campus Safety assistance.

See something. Say something.
Facilities Planning and Capital Budget

Amanda Williams, Senior Analyst, Construction and Capital Accounts

Email: awillia1@broward.edu
Office Phone: (954) 201-6859
New Changes for Payment Applications

- NEW changes to Procore payment application approval process
- NEW payment application checklist
NEW Procore Payment Application Submittal - Process Changes

- Overview of payment process

- Existing projects – no changes to current process

- New projects – Construction Manager to add Construction Accountant (Senior Analyst) as an Approver
### NEW - Sample Payment Application Checklist

**Construction Manager (CM) - For Procore Pay App Submittal:**

1. a.) Set the approval timeframe to 3 days
1. b.) Create both the Approval and Distribution Lists for the project:
   1. b.1.) The Approval List includes the Architect/Engineer/Consultant and Broward College’s BC Senior Project Manager and Construction Accountant
   1. b.2.) The Distribution List includes the BC Facilities Administrative Assistants for Design and Construction
2. c.) Collect subcontractor payment applications, invoices, and supporting documents for completed work
3. d.) Gather supporting documents for completed self-performed work. Include both the BC and CM Project ID on all supporting documentation
2. e.) Include a PDF copy of the BC Purchase Order (PO)
2. f.) Verify that Contingency Change Authorizations (CCA) submitted in Procore have been approved. **Unapproved CCA’s must not be included in the payment application.**
2. g.) Complete/update each trade cover sheet. CM’s may use their own, or use the example provided on the Trade Cover Sheet worksheet
2. h.) Complete/update the top portion of the Payment Application Certificate
2. i.) Complete the Certification by Builder section, and obtain a notarized signature and stamp
2. j.) Submit the payment application through Procore.
   Note: the BC Facilities Administrative Assistants will receive a notification from Procore, confirm general information for accuracy, and record the pay app submittal in our records.

**Architect/Engineer/Consultant (A/E/C) - For Procore Pay App Submittal:**

1.) From Procore, review the CM’s payment application and approve, or reject to send the payment application back to the CM for revision.
2.) If approved, certify the amount presented by the CM, and include the A/E/C business name
3.) Print and sign the Payment Application Certificate
4.) In Procore, upload the certified Payment Application Certificate with the CM’s payment application
   Note: the BC Facilities Administrative Assistants will receive a notification from Procore regarding approval.
Pay App Submittals – Top 5 Common Mistakes
(Source: Levelset)

1. For our subcontractors, be sure to submit the payment request to your GC on time
2. Overbilling can create problems for everyone
3. Forgetting supporting documents
4. Bad math – errors exceeding $10 result in a rejection
5. Billing for unapproved change orders and/or contingency change authorizations (CCA)
Payment Applications

Amanda Williams, Senior Analyst, Construction and Capital Accounts

**Pay App Submittals – Frequently Addressed Items:**

- Please read your contract carefully and understand what is required in your pay application
- Include all supporting documentation, especially for General Conditions
- Submit requests for approval to your BC Senior Project Manager
  - Minor increases - supported by approved CCA’s or use of allowances
  - Major increase/scope changes - supported by an approved and issued change order
  - Unsupported changes may result in a rejected pay app
- Revised payment applications
  - Requires a newly signed and notarized pay application
  - Updated lien waiver
- Completed project with cost savings
  - No Buyout CCA submittal required
  - Savings of $10K+ - change order via email from our Procurement team
Payment Application – Future Changes

• **BC Payment Application Forms**
  o Based on standard AIA pay app forms
  o Thoughtfully developed with both CM’s pay app preparers and BC reviewers in mind
  o Forms factor in CM and Subcontractor information
  o Provides improved reconciliation by line item

• **Procore Financials**
  o Owner training and certification in progress
  o Reviewing customization options

**Goal** – Implement best option for both Owners and CMs
Robert Bellot, Senior Construction Project Manager

Email: rbellot@broward.edu
Office Phone: (954) 201-8706
Punch List

Robert Bellot, Senior Construction Project Manager

• CMs shall complete their own punch list before requesting from Architect & Owner

• CM will request Architect to schedule the punch list walk-thru with Senior PM near substantial completion
  ✓ It helps CM meet deadline
  ✓ Identify long lead items to repair/replace
  ✓ Leverages subcontractor’s availability to make timely repairs before moving on to the next project

• Architect will upload complete punch list to Procore for CM to distribute

• Only one punch list will be issued – It will combine A/E, BC and Building Official
TCO/CO

Robert Bellot, Senior Construction Project Manager

TCO – Temporary Certificate of Occupancy

• Expires in 30 days
• All Life Safety items completed and inspected
• Electrical inspection and Emergency light test
• Exhaust and outside air verification on mechanical system
• Test & Balance completed

CO – Certificate of Occupancy

• 30 days after TCO is issued
• 100% of all contract items and final inspections and approval from A/E and BC Senior PM
• FDOE forms completed (this applies to projects over $300K)
Coordinate Staff Move

Robert Bellot, Senior Construction Project Manager

• BC coordinates and executes all staff moves through the planning department

• CM needs to include sufficient time in their schedule for the following:
  o Computers/telephones installation
  o Furniture installation
  o IT and AV connections
  o Staff training
# Closeout Process

Robert Bellot, Senior Construction Project Manager

## What to Include?

### CHECKLIST:

#### BROWARD COLLEGE

**FACILITIES MANAGEMENT**

**Project Close Out Checklist**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>Completion Date</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>All field issues resolved</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Site and building cleaned per specifications</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>All building systems tested and certified complete and operational per specifications</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.1</td>
<td>Electric</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.2</td>
<td>Plumbing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.3</td>
<td>Mechanical</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.4</td>
<td>Telecom</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.5</td>
<td>Special Systems (e.g., elevator, chair lift, auto lift, exhaust system, kitchen, etc.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.6</td>
<td>Life Safety Systems</td>
<td></td>
<td></td>
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<tr>
<td>3.7</td>
<td>A/V</td>
<td></td>
<td></td>
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<tr>
<td>3.8</td>
<td>Networking</td>
<td></td>
<td></td>
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<tr>
<td>4</td>
<td>All Building Official Inspection Report deficiencies are resolved</td>
<td></td>
<td></td>
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<tr>
<td>5</td>
<td>Test and Balance reports issued and reviewed by A&amp;E Team</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>All spare parts &amp; Atlas stock submitted to BC per contract</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>All keys turned over to BC</td>
<td></td>
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</table>

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I FINISHED THE PROJECT ON TIME AND ON BUDGET! RIGHT, NEXT PROJECT YOU GET LESS TIME AND LESS MONEY!
CONSTRUCTION MANAGER RESPONSIBILITIES:

• Review Broward College Facilities Design and Construction Standards

• Review the Broward College Close Out Process and Check List

• At each Construction Coordination Meeting provide an Agenda Item for Project Close Out. Items of discussion may include:
  
  o Documentation of Equipment, Finishes, etc. for Operation and Maintenance Manuals and Warranties
  
  o As-built Documentation verification throughout the Construction process
  
  o Verification of “Attic Stock” requirements as identified in the Project Documents
Closeout Process

Robert Bellot, Senior Construction Project Manager

What to Include?

- At Final Completion of Project, Schedule a meeting with Broward College and Design Team to review Close Out Documentation
- Provide Close Out Documents in both hard copy and electronic format
- 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**

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

**Archibus Data Transfer**

<table>
<thead>
<tr>
<th>Equipment Code</th>
<th>Eqip. Status</th>
<th>Serial Number</th>
<th>Equipment Standard</th>
<th>Site Code</th>
<th>Building Code</th>
<th>Floor Code</th>
<th>Room Code</th>
<th>Column located near</th>
<th>Equipment Use</th>
<th># of normal operating hrs/day</th>
<th>Years Life Expectancy</th>
<th>Equipment Condition</th>
<th>Last Meter Reading</th>
<th>Meter Units</th>
<th>Date of Manufacture</th>
<th>Date Warranty Expires</th>
<th>Install Date</th>
<th>P.O. Number</th>
<th>Purchase Price</th>
<th>Purchase Date</th>
<th>Cost to Replace</th>
</tr>
</thead>
</table>
Deborah Czubkowski, Associate Vice President

Email: dczubkow@broward.edu
Office Phone: (954) 201-6900
# Consultant Performance Evaluation

Deborah Czubkowski, Associate Vice President

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**FACILITIES MANAGEMENT**

**Consultant Performance Evaluation**

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<table>
<thead>
<tr>
<th>INFORMATION</th>
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<tbody>
<tr>
<td>Firm:</td>
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<tr>
<td>Project:</td>
</tr>
<tr>
<td>Construction Project Manager:</td>
</tr>
<tr>
<td>Total Construction Amount:</td>
</tr>
<tr>
<td>Contract Completion Date:</td>
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**CATEGORIES**

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<tr>
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<th>NOT APPLICABLE</th>
<th>PERFORMED NOTABLY WELL</th>
<th>SATISFACTORY PERFORMANCE</th>
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<tr>
<td>1</td>
<td>Quality of Technical Services</td>
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<td>Other</td>
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<td>2</td>
<td>Administration/Coordination of Design Team</td>
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<td>3</td>
<td>Timeliness of Services</td>
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<tr>
<td>4</td>
<td>Quality of Technical Documentation</td>
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<tr>
<td>5</td>
<td>Cooperation / Concern for College Interests</td>
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</tr>
<tr>
<td>6</td>
<td>Administration of Project Paperwork</td>
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</tr>
<tr>
<td>7</td>
<td>Achievement of Study, Program or Design Objectives</td>
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<td></td>
<td></td>
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<tr>
<td>8</td>
<td>Administration/Enforcement of Contract Documents</td>
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<tr>
<td>9</td>
<td>Code Compliance</td>
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<tr>
<td>10</td>
<td>Overall Performance during the rating period</td>
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Recommendation for future work: [ ] Yes [ ] No

Comments:

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**Name, Title and Signature of Reviewing Official**

| Construction Project Manager: | Signature: | Date: |
| Director:                     | Signature: | Date: |
Lessons Learned

Deborah Czubkowski, Associate Vice President

- Coordination of trades (avoid conflicts between speakers, light fixtures, etc.)
- Data and electrical coordination
- SPM is the main point of contact – only one responsible to coordinate changes
- ID drawing is the official document for equipment location
- First Day of Class Completion Dates
- If in doubt, ask the Senior Project Manager
- Don’t change the schedule of values on the pay apps
- Retainage must be billed on a separate pay app
THANK YOU

HAVE A NICE DAY EVERYONE!

BROWARD COLLEGE®