



WELCOME!

FACILITIES MANAGEMENT 101 PRESENTATION

# Finance & Operations

John Dunnuck, Senior Vice President



**Email:** [jdunnuck@broward.edu](mailto:jdunnuck@broward.edu)

**Office Phone:** (954) 201-7405

# Facilities Management

Kenneth Klindt, Senior Associate Vice President



**Email:** [kkindt@broward.edu](mailto:kkindt@broward.edu)

**Office Phone:** (954) 201-6972



Broward College Top 10 Video Link: <https://www.youtube.com/watch?v=FmTZRbdDR5Y>

Facilities Management 101 Presentation

# LOCATIONS

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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

# Broward College

## Facilities Management 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 Management Department

- Planning & Budget
- Design & Construction
- Maintenance
- Environmental Safety



**John Dunnuck**  
SVP Finance & Operations



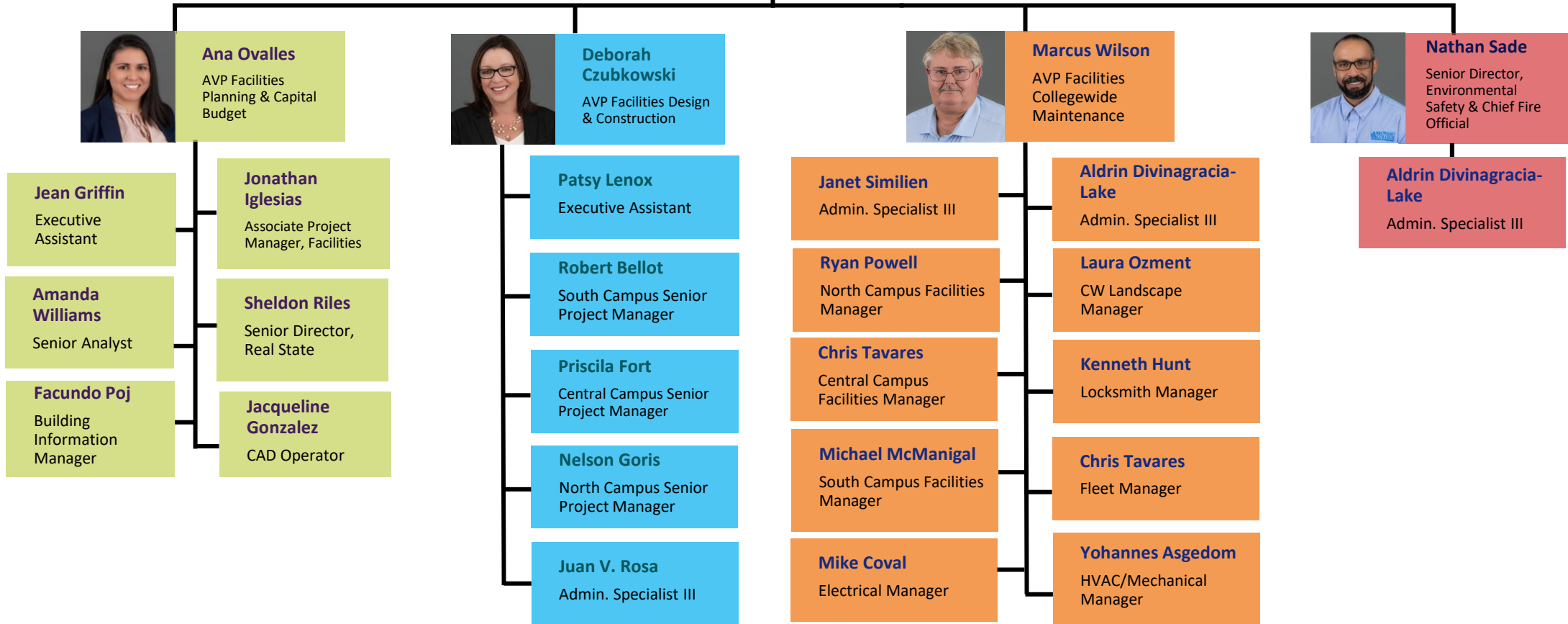
**Sharon Daley**  
Senior Executive Assistant



**Kenneth Klindt**  
SAVP Facilities Management



**Juanita Vega**  
Executive Assistant



# Facilities Planning and Capital Budget



**Ana Ovalles**

*AVP, Facilities Planning and Capital Budget*



**Amanda Williams**

*Senior Analyst, Construction & Capital Accounts*



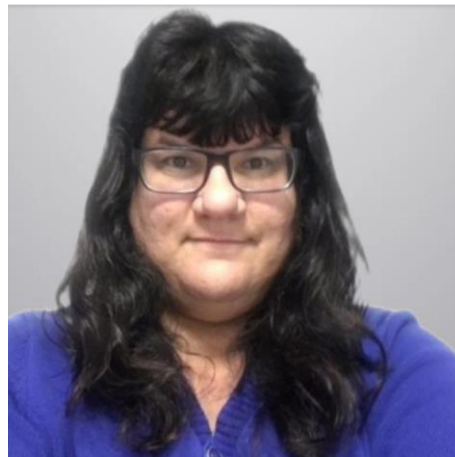
**Jonathan Iglesias**

*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



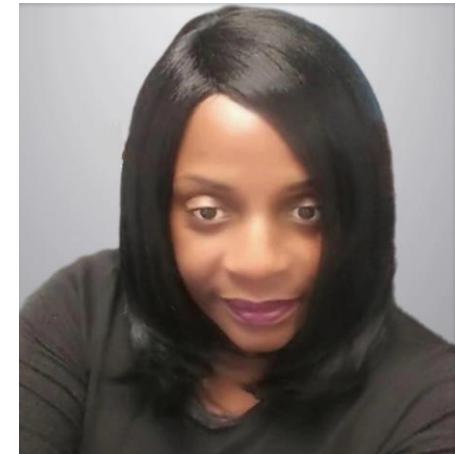
**Michael McManigal**  
Manager, Campus Facilities



**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*

# Facilities Design and Construction

Deborah Czubkowski, Associate Vice President



**Email:** [dczubkow@broward.edu](mailto: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*

# Business Services



## Judy Schmelzer

AVP for Business Services and Resource Management  
E: jschmelz@broward.edu P: 1 (954) 201-7458

## Jeff Albright

Senior Director, Contract Negotiations  
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## Tim Prather

Senior Specialist, Contracts  
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## Anthea Pennant

Senior Director, Supplier Relations and Diversity  
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## Kyshun Nicholas

Analyst, Supplier Relations and Diversity  
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## Jose Luis Hidalgo

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## Orlando Aponte

Procurement Officer  
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## Jay Bergel

Procurement Officer  
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## Aaron McGibbon

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## Beau Mitchell

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## Natalia Triana-Aristizabal

Analyst Buyer, Procurement  
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## Safety, Security & Emergency Preparedness

### Grant Gundle

Associate Vice President, Safety, Security & Emergency Preparedness

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### Lynda Nation

Captain, Physical Security & Campus Safety Support Services

E: lnation@broward.edu P: 1 (954) 201-5324

### Timothy Andrasek

Manager, Physical Security Technology

E: tandrase@broward.edu P: 1 (954) 201-5326

### Access Control

E: bcaccess@broward.edu P: 1 (954) 201-4357 (HELP)



## Auxiliary Services

### Kevin Delsoin

Senior Director, Auxiliary Services

E: kdelsoin@broward.edu P: 1 (954) 201-6835



## 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

# HOUSEKEEPING

- 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



**DUNKIN'**



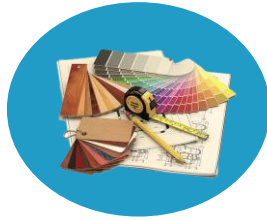
# FACILITIES MANAGEMENT OVERVIEW



**Initiation**



**Planning**



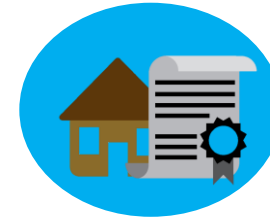
**Design**



**Pre-Con**



**Execute**



**Occupancy**



**Closeout**



# Facilities Planning and Capital Budget

Ana Ovalles, Associate Vice President



**Email:** [aovalles@broward.edu](mailto: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



# FDOE Required Forms

Ana Ovalles, Associate Vice President, Facilities Planning and Budget

## 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



CM's  
Surveyors  
Roofers  
Engineers  
Mechanical  
Electrical  
AV  
Access Control

# State Required Forms

Ana Ovalles, Associate Vice President, Facilities Planning and Budget

- All College related Renovation/Remodel or New Construction follow SREF Guidelines
- State Requirement for Educational Facilities 2014 – read the rules!
- Planning is based on 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:*

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

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

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.

# Programming & BC Resources

Ana Ovalles, Associate Vice President, Facilities Planning and Budget

## 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:

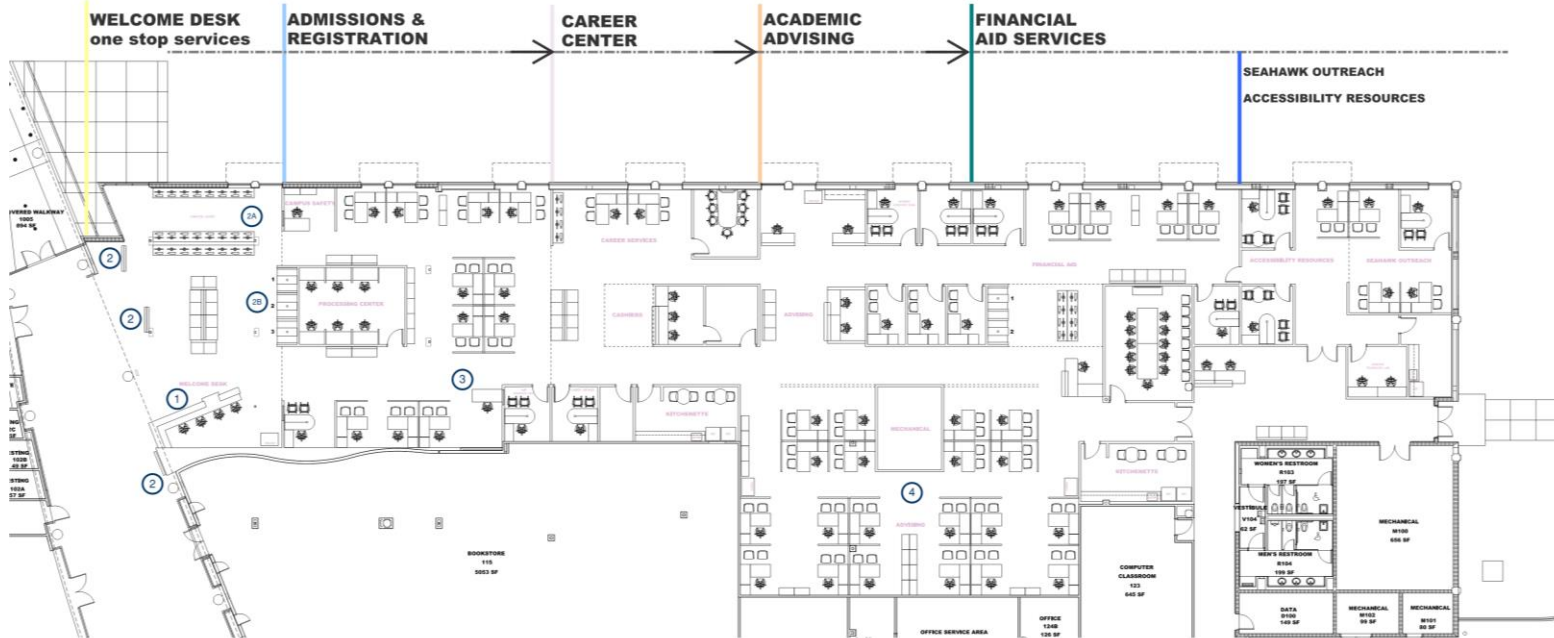
- Coordination and plan review with the following BC personnel: Electrical, HVAC, Access Control, CCTV, Landscape Services AV, Fire, IT, Locksmith and others

PROJECT PROGRAMMING TEMPLATE		
OBJECTIVE	PROJECT NAME	✓
	PROJECT NUMBER	✓
	CAMPUS	✓
	BUILDING	✓
	STAKEHOLDERS	
SCOPE	PROJECT MANAGER	✓
	PROJECT BUDGET	✓
	REQUESTED DATE	✓
	SCHEMATIC APPROVED	✓
	TURNOVER MEETING	✓
	EXPECTED COMPLETION	

# Schematic Design

Ana Ovalles, Associate Vice President, Facilities Planning and Budget

## Schematic Design according to approved budget



WELCOME DESK

SIGN-IN STATIONS

OPEN COMPUTER CENTER

MEETING BOOTHS

WAYFINDING

PRIVATE ADVISING



- Review BC standards
- Proposed changes
- Coordinate power/data with engineering team
- Coordinate finishes during construction (carpet, millwork, etc.)
- Participate in the Closeout Process



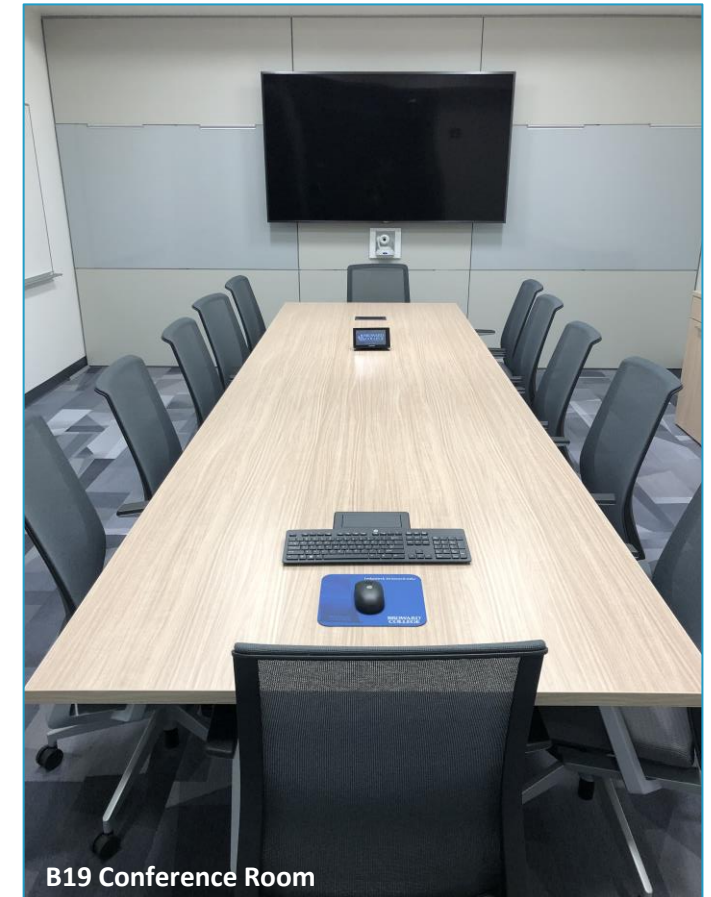
# Develop FF&E Plan

Ana Ovalles, Associate Vice President, Facilities Planning and Budget

## FF&E Coordination

### Electrical & AV installation for furniture

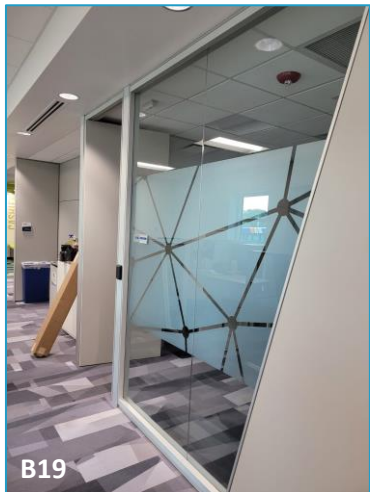
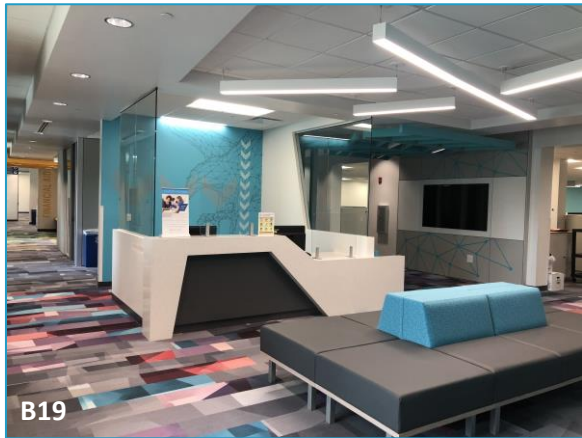
- Internal approval BC resources
- Equipment layout based on approved equipment list
- Coordination of electrical and AV components in furniture with Design Professional
- Design Team to follow-up all updating documents



# Develop FF&E Plan

Ana Ovalles, Associate Vice President, Facilities Planning and Budget

## Standard Broward College Finishes



TYPE A.1



TYPE A.2



TYPE C.2

- 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

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- 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



# Facilities Planning and Capital Budget

Sheldon Riles, Senior Director, Real Estate – On vacation!



**Email:** [sriles@broward.edu](mailto: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)



# Facilities Planning and Capital Budget

Facundo Poj, Building Information Manager



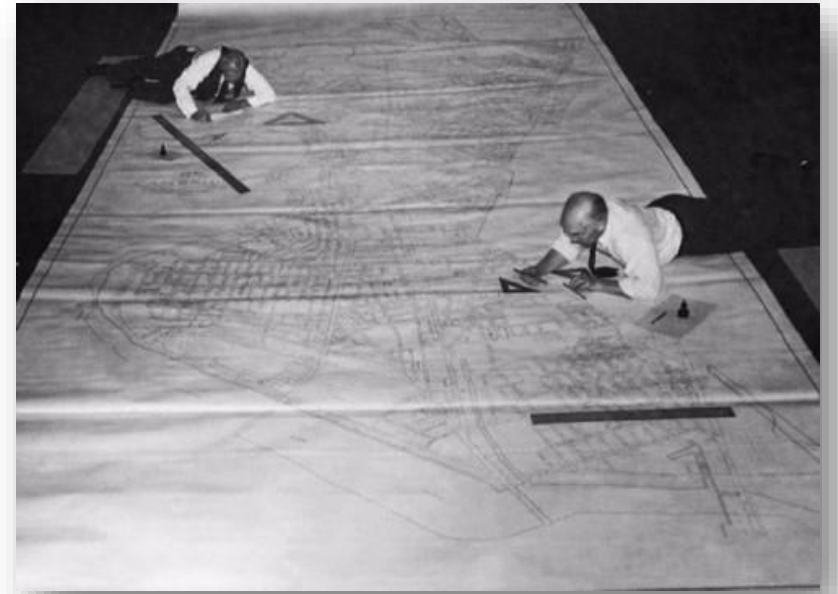
**Email:** [fpoj@broward.edu](mailto:fpoj@broward.edu)

**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

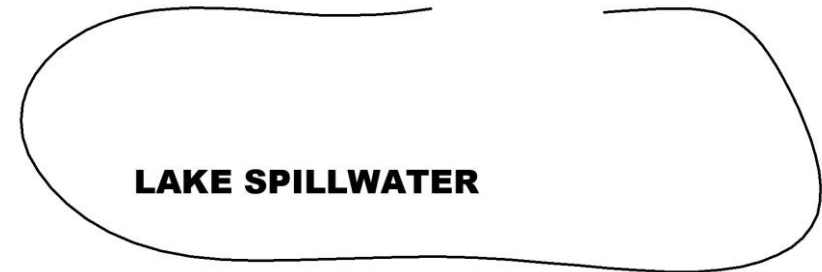




# Land Surveys

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



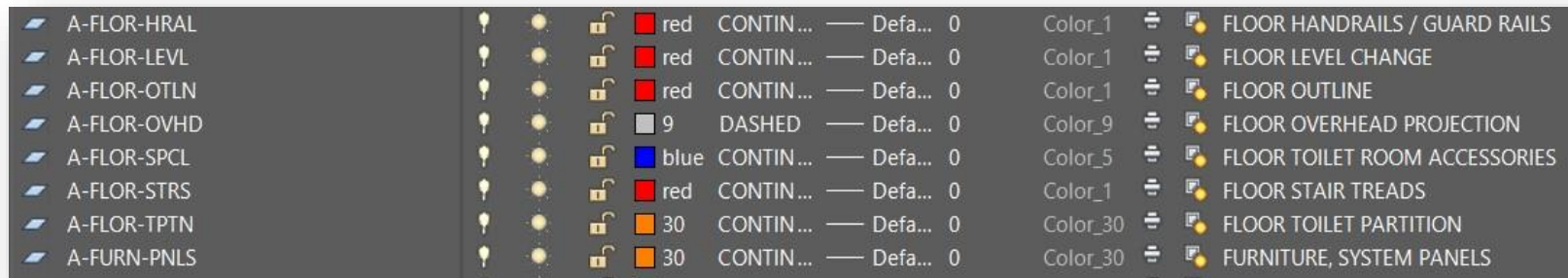
Our Surveyors:

North Campus – Keith and Associates  
Central Campus – Avirom & Associates, Inc.  
South Campus – Engenuity Group, Inc.

# BIM, Submittals Standards and Guidelines

Facundo Poj, Building Information Manager

- 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



A-FLOR-HRAL	Light Blue	Light Blue	Red	CONTIN...	— Defa...	0	Color_1	FLOOR HANDRAILS / GUARD RAILS
A-FLOR-LEVEL	Light Blue	Light Blue	Red	CONTIN...	— Defa...	0	Color_1	FLOOR LEVEL CHANGE
A-FLOR-OTLN	Light Blue	Light Blue	Red	CONTIN...	— Defa...	0	Color_1	FLOOR OUTLINE
A-FLOR-OVHD	Light Blue	Light Blue	Grey	DASHED	— Defa...	0	Color_9	FLOOR OVERHEAD PROJECTION
A-FLOR-SPCL	Light Blue	Light Blue	Blue	CONTIN...	— Defa...	0	Color_5	FLOOR TOILET ROOM ACCESSORIES
A-FLOR-STRS	Light Blue	Light Blue	Red	CONTIN...	— Defa...	0	Color_1	FLOOR STAIR TREADS
A-FLOR-TPTN	Light Blue	Light Blue	Orange	CONTIN...	— Defa...	0	Color_30	FLOOR TOILET PARTITION
A-FURN-PNLS	Light Blue	Light Blue	Orange	CONTIN...	— Defa...	0	Color_30	FURNITURE, SYSTEM PANELS

- Keep documents clean and purged of unused layers and objects
- Architectural documents are considered sensitive under USDHS regulations (NDA)

# BIM, Submittals Standards and Guidelines

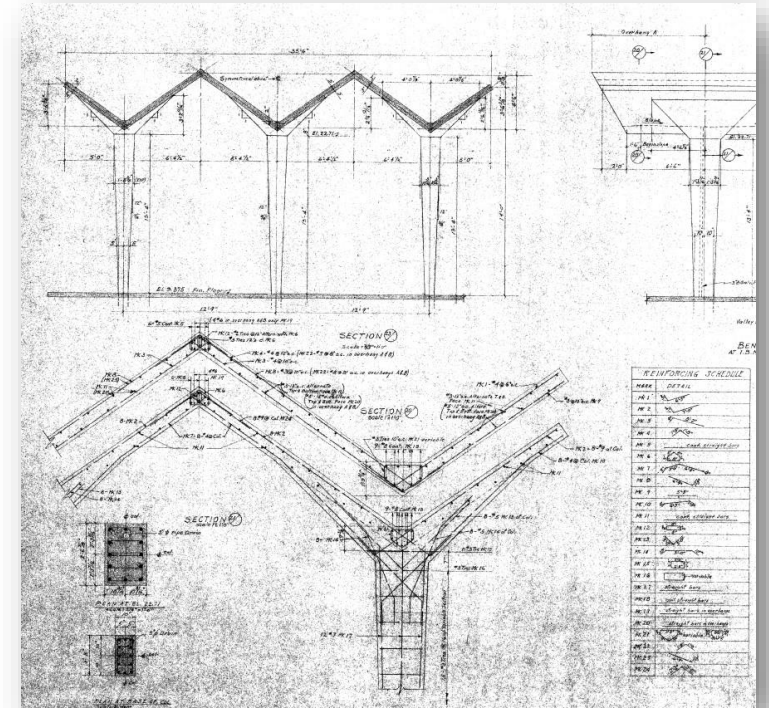
Facundo Poj, Building Information Manager

- 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



## 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

Facundo Poj, Building Information Manager

- 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



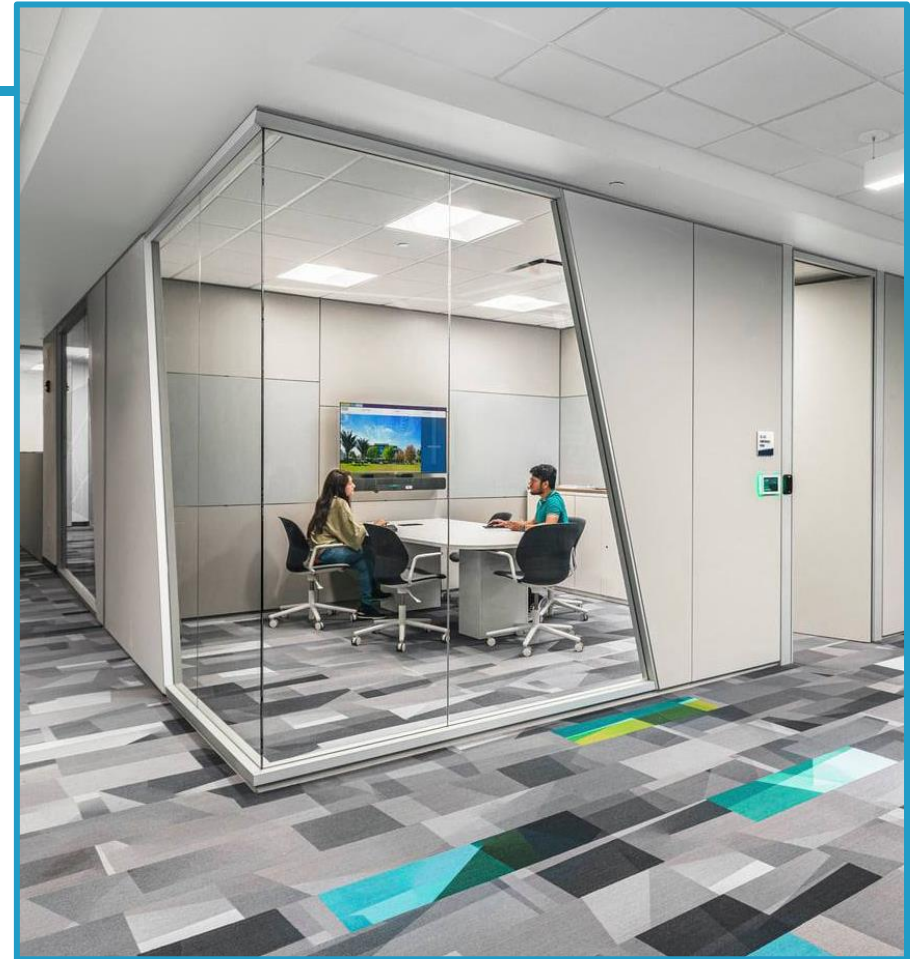
**Email:** [jiglesia@broward.edu](mailto:jiglesia@broward.edu)

**Office Phone:** (954) 201-6817

# Audio Visual

Jonathan Iglesias, Associate Project Manager, Facilities

- 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



# Facilities Design and Construction

Deborah Czubkowski, Associate Vice President



**Email:** [dczubkow@broward.edu](mailto:dczubkow@broward.edu)

**Office Phone:** (954) 201-6900



# BC Senior Project Manager (SPM)

Deborah Czubkowski, Associate Vice President, Facilities Design and Construction

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

# Facilities Design and Construction

Nelson Goris, Senior Construction Project Manager

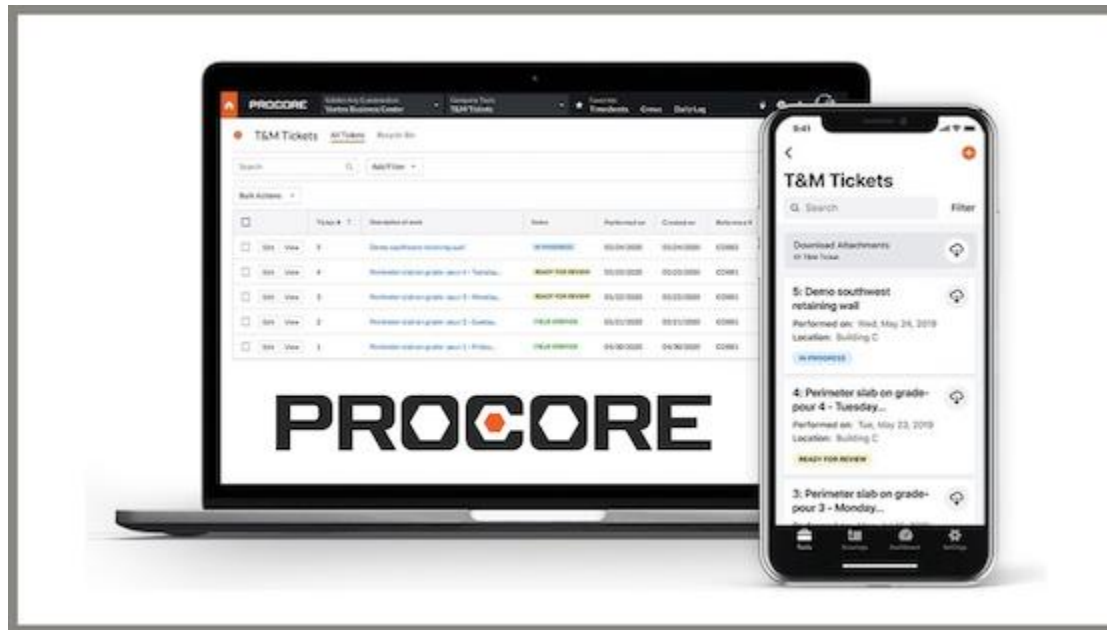


**Email:** [ngoris@broward.edu](mailto:ngoris@broward.edu)

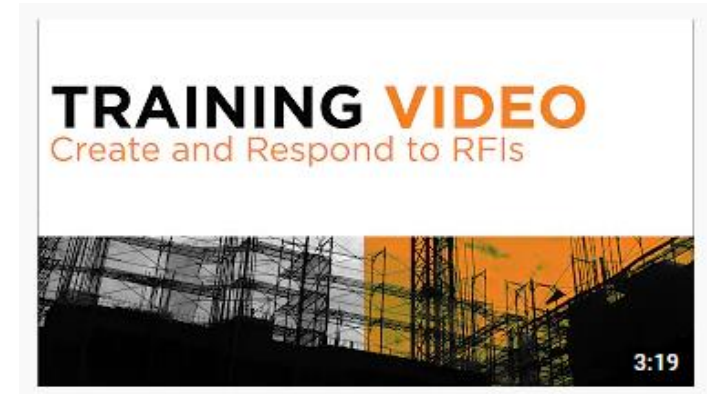
**Office Phone:** (954) 201-2550

# BC Project Management Software

Nelson Goris, Senior Construction Project Manager



## Online Training



### Note:

Procore training can be provided. See sign-up sheet circulating on today's presentation.

# BC Project Management Software

Nelson Goris, Senior Construction Project Manager



## 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



## Broward College Templates

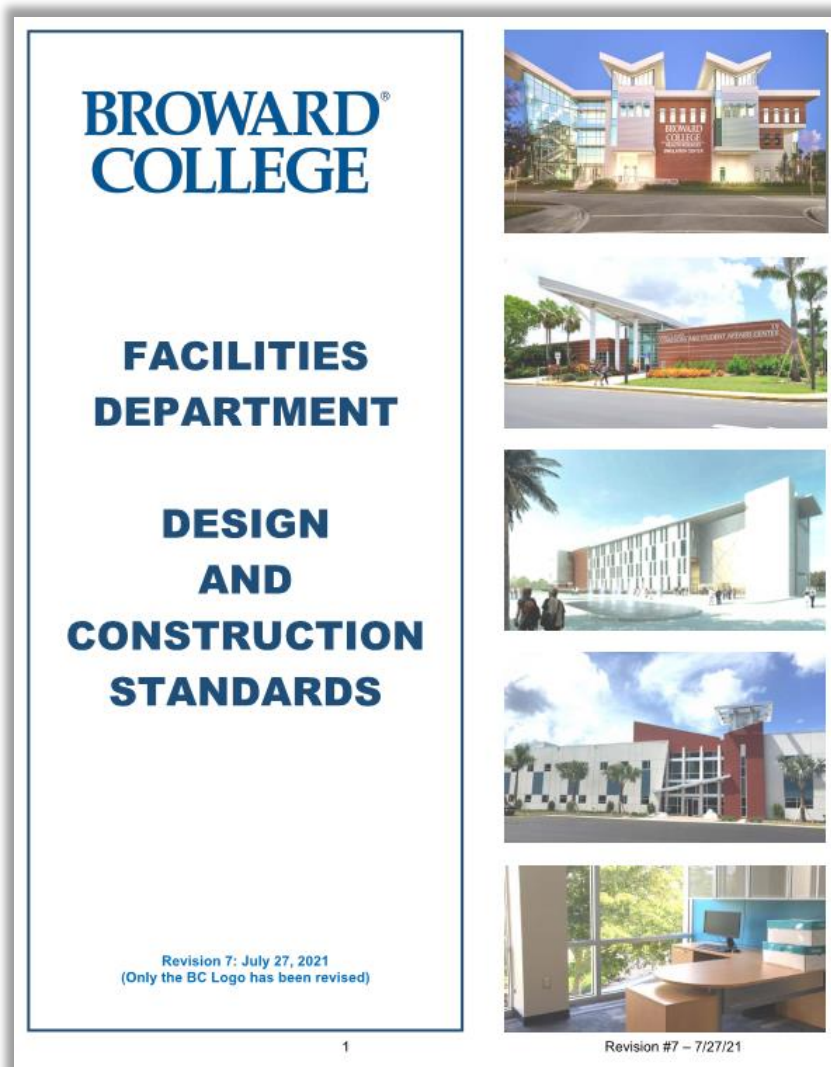
### BC Available Templates

- Pay Applications
- Change Order
- CCA Contingency
- Close-out Equipment List

BROWARD COLLEGE		FACILITIES MANAGEMENT Change Order Request (COR)
<b>PROJECT INFORMATION</b>		
Project Name:	B-78 4th Floor Classroom Remodel	
Purchase Order Number:	PO-00000	
BC Project Number:	0000-C21-01.4	
Change Order Request Number:	1	
Date:	13-May-2021	
<b>CONTRACTOR INFORMATION</b>		
Company/Vendor Name:	ABC Construction Co.	
Address:	Somewhere Lane Davie, FL 12345	
<b>CHANGE ORDER DESCRIPTION</b>		
Reason for Change:	This change order is to cover the additional services requested by Broward College to provide roof replacement and a/v equipment as required for South Campus B-78 4th Floor Classroom Addition Project. The additional cost is outlined in the change order proposal by ABC Construction Co. dated May 1, 2021.	
Amount:	Additional	\$56,018.97
<b>CHANGE ORDER INFORMATION</b>		
Original Purchase Order Amount:		\$175,265.00
	Change Amount:	\$56,018.97
	New Purchase Order:	\$231,283.97
		Contract time will be increased by this amount of days : 0
<b>APPROVALS</b>		
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

# BC Design + Construction Standards

Nelson Goris, Senior Construction Project Manager



## 1. Go to Broward.edu

<https://www.broward.edu/index.html>

## 2.

PEOPLE  
Board of Trustees  
Community/Public  
Directory  
Doing Business with BC  
Jobs  
Office of the President

→ Community/Public

## 3. DOING BUSINESS WITH BROWARD COLLEGE

[Facility Rentals](#)

[Facilities Management](#)

[Procurement Services](#)

[Supplier Relations and Diversity](#)

→ Facilities Management

## 4. DESIGN AND CONSTRUCTION STANDARDS

[Land Surveys v. 2014](#)

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

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

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

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

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

# 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

**BROWARD COLLEGE** Conformance Statement

PROJECT NAME: \_\_\_\_\_

BC PROJECT NUMBER: \_\_\_\_\_

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

Architectural / Engineering Firm: \_\_\_\_\_

Architect / Engineer of Record: \_\_\_\_\_

Design Deliverable Description \_\_\_\_\_ Submittal Date \_\_\_\_\_

Guideline Section	I have complied:		
	Yes	No	Exception
Introduction			
Conformance Statement			
Table of Contents			
Appendix			
Division 00 Procurement and Contracting Requirements			
Division 01 General Requirements			
Division 02 Existing Conditions			
Division 03 Concrete			
Division 04 Masonry			
Division 05 Metals			
Division 06 Wood, Plastics and Composites			
Division 07 Thermal & Moisture Protection			
Division 08 Openings			
Division 09 Finishes			
Division 10 Specialties			
Division 11 Equipment			
Division 12 Furnishings			
Division 13 Not Used			
Division 14 Conveying Equipment			
Division 15 - 20 Not Used			
Division 21 Fire Suppression			
Division 22 Plumbing			
Division 23 Heat, Ventilation and Air Conditioning			
Division 24 - 25 Not Used			
Division 26 Electrical			
Division 27 Communications			
Division 28 Electronic, Safety and Security			
Division 29 - 30 Not Used			
Division 31 Earthwork			
Division 32 Exterior Improvements			

3 Revision #7 - 7/27/21

# A / E Responsibilities

Nelson Goris, Senior Construction Project Manager

## 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

## 30% Design Documents

- Confirm Schematic Design As-Builts / Existing Conditions
- Provide Conformance Statement
- Coordination with BC Resources:
  - ✓ Information Technology
  - ✓ Locksmith
  - ✓ Electrical and Plumbing
  - ✓ Mechanical
  - ✓ Landscape
  - ✓ Fire Protection
  - ✓ Audio Visual
  - ✓ Access Control
  - ✓ Security
  - ✓ Interior Design
- FDOE initial submittals

## 60% Design Documents

- Response letter to all previous review comments
- Coordination of furniture and equipment with power and data requirements
- Reflected Ceiling Plans
- Preliminary interior and exterior color and finish schedule
- Coordination of the trades in one drawing (ie. HVAC, electrical, data)

## 90% Design Documents

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

## 100% Design Documents

- Response letter to all previous review comments
- Final documentation, specifications, schedules, calculations, etc. for permit submittal
- Final Approval from BC Fire Marshal
- Prefilled OEF Forms for the project OEF 100A, 110B CO and Final Inspection 209

# 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 process 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

# Procurement Services

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](mailto:jhidalg1@broward.edu)  
**Office Phone:** (954) 201-7566



**Orlando Aponte**

Procurement Officer  
Broward College Procurement Department

**Email:** [oaponte@broward.edu](mailto:oaponte@broward.edu)  
**Office Phone:** (954) 201-7897



**Jay Bergel**

Procurement Officer  
Broward College Procurement Department

**Email:** [jbergel@broward.edu](mailto:jbergel@broward.edu)  
**Office Phone:** (954) 201-5317

# Procurement Services Bidding Process

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

## 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

## 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

# Supplier Relations/Diversity

Anthea Pennant, Senior Director



**Email:** [apennant@Broward.edu](mailto:apennant@Broward.edu)

**Office Phone:** (954) 201-7307

**Cell:** (954) 547-3845

# Supplier Diversity Small Business (SDSB) Program

Anthea Pennant, Senior Director

## 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](http://www.Broward.edu) – Doing Business with BC – Link on left hand banner

# Supplier Diversity Small Business (SDSB) Program

Anthea Pennant, Senior Director

## Requirements for SDSB Program Enrollment



### 2. Geographic Location:

Broward, Miami-Dade and Palm Beach County

(\* Excluded on Federal funded projects)

### 3. Maximum Revenue Threshold:

Classification	Annual Gross Sales Average Over 3 Years
Construction	\$10 Million
Professional services	\$5 Million
Nonprofessional services	\$5 Million
Good & Services	\$5 Million



# Supplier Diversity Small Business (SDSB) Program

Anthea Pennant, Senior Director

## SDB Utilization



OFFICE OF SUPPLIER RELATIONS AND DIVERSITY  
SUPPLIER DIVERSITY SMALL BUSINESS (SDSB) PROGRAM

ATTACHMENT C4

POTENTIAL SUBCONTRACTOR/SUPPLIER UTILIZATION

(List all Small Disadvantaged Business Enterprise including Small, Disadvantaged, Minority and Women Business Enterprises, subcontractors/suppliers to be used on this project.)

Company Name of Subcontractor/Supplier	Contact Name and Phone Number	Business License? (Yes or No)	NIGP Code	Type of Work to be Performed	SDB Status <small>White Male, African American, Hispanic American, Native American, Asian American, Woman, Service Disabled Veteran</small>	SDSB Program Enrollment	SDSB Program Approval Letter	*Certification Agency Name (attach copy of Certification)	Dollar (\$) Value of Work or Supplies	Percentage of Total Contract Amount

**Total SDB%**

Proponent Company Name: \_\_\_\_\_ Project Name: \_\_\_\_\_ Contract #: \_\_\_\_\_

Authorized Principal: \_\_\_\_\_ Proponent Contact Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*SDB firms are certified by the State of Florida Office of Supplier Diversity, Southern Florida Minority Business Development Council (SFMSDC), School Board of Broward County, Women Business Enterprise National Council (Florida), Broward County Government, Palm Beach County Government and Miami - Dade County Government.

# Auxiliary Services

Kevin Delsoin, Senior Director



**Email:** [kdelsoin@broward.edu](mailto:kdelsoin@broward.edu)

**Office Phone:** (954) 201-6835

Kevin Delsoin, Senior Director

## Coordination

College Bookstores – Barnes & Noble

Food Services – Smoothie King, Subway & Dunkin’

Vending - Snack and Beverage

## Restrictions & Timelines

### Bookstores

- Access
- Interior work
- Power disruption

### Food Service

- Power disruption
- Interior work

### Vending Machines

- Power disruption
- Relocation
- Urgent Issues

**Big thank you to our Sponsor!**

**DUNKIN'**



**SOUTHEAST  
ENTERPRISE HOLDINGS**



# Broward College

## Facilities Management 101 Presentation



Break



Contest

# Facilities Design and Construction

Priscila Fort, Senior Construction Project Manager



**Email:** [pfort1@broward.edu](mailto: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:
  - Preliminary cost estimates
  - Review of Design Documents
  - Review Preliminary Schedules
  - Preliminary Site Evaluations
- Bid Process
  - Bid Advertisement
  - Bid Documents
  - Pre-Bid Meetings
  - 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

Exhibit "E" Schedule of Values

### Construction Bid Form

Project:	Brickell Animal Hospital - 10/22/2015			UNIT	
CSI NO.	ITEM OF WORK	QTY	SUB	PRICE	TOTAL
<b>DIV. 1 - GENERAL CONDITIONS</b>					<b>PRICE</b>
01100	On Site Supervision	80	HR	40.00	3,200
01200	Permits BY OWNER	1	MTL	0.00	0
01300		1	SUB	0.00	0
01400	Labor Burden	80	HR	20.00	1,600
01600		1	LS	0.00	0
01600	Final Clean - Construction cleaning	1	SUB	1,775.00	1,775
<b>TOTAL - GENERAL CONDITIONS</b>					<b>6,575</b>
<b>DIV. 2 - SITE WORK &amp; DEMOLITION</b>					
02100	Demolition	1	LS	4,050.00	4,050
02200	Dumpsters (Allowance)	2	EA	550.00	1,100
02300	Cages Relocation	4	EA	120.00	480
<b>TOTAL - SITE WORK &amp; DEMOLITION</b>					<b>5,630</b>
<b>DIV. 3 - CONCRETE</b>					
03500	Reinforced Concrete Curb	1	SUB	1,875.00	1,875
<b>TOTAL - CONCRETE</b>					<b>1,875</b>
<b>DIV. 4 - MASONRY</b>					
04200		0	SUB	0.00	0
<b>TOTAL - MASONRY</b>					<b>0</b>
<b>DIV. 5 - METALS</b>					
05100		0	LS	0.00	0
<b>TOTAL - METALS</b>					<b>0</b>
<b>DIV. 6 - WOOD &amp; PLASTICS</b>					
06100		0	SF	0.00	0
<b>TOTAL - WOOD &amp; PLASTICS</b>					<b>0</b>
<b>DIV. 7 - THERMAL &amp; MOISTURE PROTECTION</b>					
07200	R-11 Batt Insulation - Walls	1	SUB	825.00	825
07300	R-11 Batt Insulation - Ceilings	1	SUB	0.00	0
<b>TOTAL - THERMAL &amp; MOISTURE PROTECTION</b>					<b>825</b>
<b>DIV. 8 - DOORS &amp; WINDOWS</b>					
08100	Doors (200A, 204, 205A)	3	EA	98.00	294
08200	Door - Single Light (105, 201, 2, 3, 205, 6) - Allowance	6	EA	250.00	1,500
08210	Barn Style Sliding Glass/ Alum. (207)	1	EA	612.00	612
08300	Door Installation	11	EA	125.00	1,375
08400	Door Hardware - Allowance	10	EA	75.00	750
<b>TOTAL - DOORS &amp; WINDOWS</b>					<b>4,531</b>

# 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)
  - Staging Area
  - Hours of Operation
  - Construction Cores / Replace locks
  - Other project related information

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

- Meeting Minutes by BC SPM

- After the preconstruction meeting, CM will be responsible for Meeting Minutes



Broward College Facilities Mgmt.  
3501 SW Davie Rd.  
Davie, Florida 33314  
P: (954) 201-6971  
F: (954) 201-6444

Project: 1019-C20-01.0 B-19 Remodel Student  
Services Phase II

## B-19 Student Services Remodel Phase II Pre-Construction Meeting Minutes: Meeting #1

Meeting Date	Jun 3, 2021	Meeting Time	2:00 PM - 3:00 PM
Meeting Location	Teams Meeting		
Overview	The purpose of this meeting is to introduce everyone involve with the project and discuss the pre-construction agenda and project scope.		
Notes			
Attachments			

# Facilities Collegewide Maintenance

Marcus Wilson, Associate Vice President



**Email:** [mwilson@broward.edu](mailto:mwilson@broward.edu)

**Office Phone:** (954) 201-6974

# BC Contractor/Vendor Check-In Procedure

Marcus Wilson, AVP, Facilities Collegewide Maintenance

## Access to your Worksite

Maintenance, Assessment and Repair Vendors

Upon arrival, vendor shall check in at:

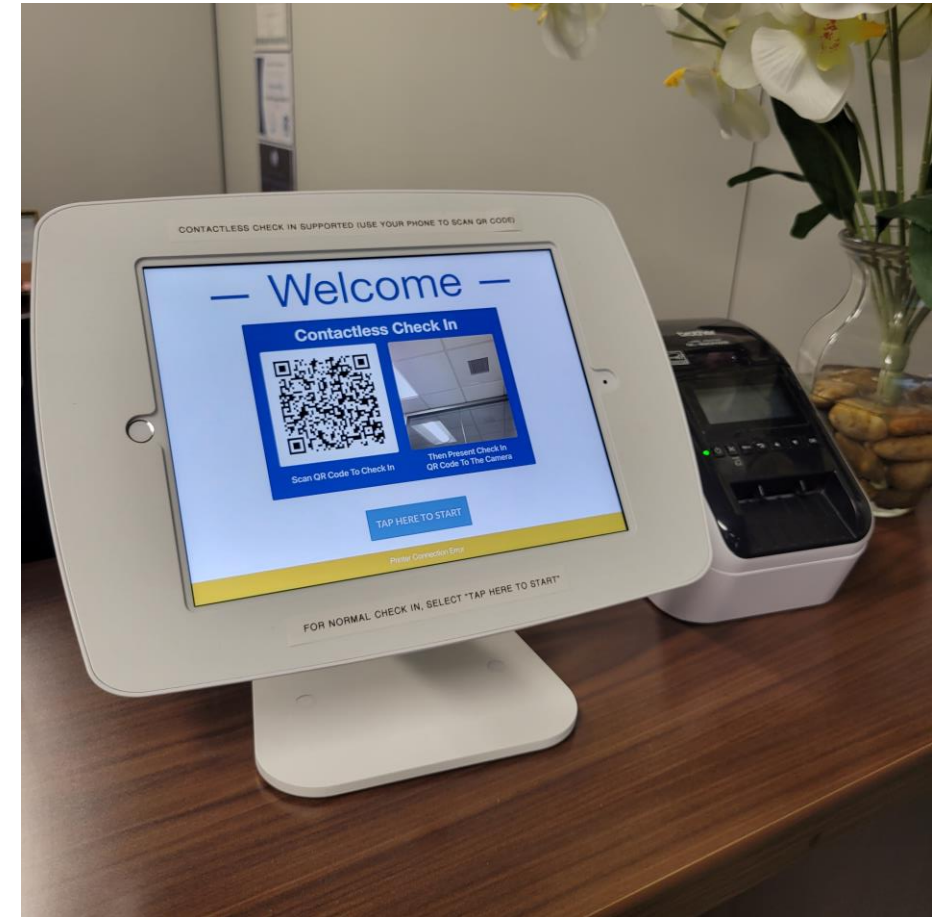
- Facilities Building at each campus
- Campus Safety in main lobbies for center locations

Return to Facilities/Safety to sign out

## No Borrowing College Tools or Equipment

## Maintain your job site

Including landscaping within staging area



# BC Chief Building Official

Otto Letzelter, Building Code Administrator



**Email:** [oletzelter@Cgasolutions.com](mailto: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.

Building Code Administration  
Form BCAD 100 - REV 08/116

**BROWARD  
COLLEGE**

## BUILDING PERMIT APPLICATION

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.

<b>FOR OFFICE USE ONLY</b>	<b>INSTRUCTIONS:</b> 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 954.766.2717.
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: <input type="checkbox"/> North <input type="checkbox"/> Central <input type="checkbox"/> South <input type="checkbox"/> DTC <input type="checkbox"/> Cypress <input type="checkbox"/> Coral Springs <input type="checkbox"/> Miramar <input type="checkbox"/> Other:			
4. Building No. / Location:			
5. Proposed Work: <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alter <input type="checkbox"/> Maint. <input type="checkbox"/> Demolition <input type="checkbox"/> 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			

# 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





# Plan Reviews and Inspections

Otto Letzelter, Building Code Administrator

- Submit 1 copy of the Geotechnical Report and structural calculations. 2 sets; energy compliance forms, heating and cooling loads. Form FBC E C402-2020
- 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



# Construction and Inspections

Otto Letzelter, Building Code Administrator

- 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](mailto: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](mailto: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](mailto:awillia1@broward.edu)

**Office Phone:** (954) 201-6859

# Payment Applications

Amanda Williams, Senior Analyst, Construction and Capital Accounts

## New Changes for Payment Applications

- **NEW** changes to Procore payment application approval process
- **NEW** payment application checklist



# Payment Applications

Amanda Williams, Senior Analyst, Construction and Capital Accounts

## **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

Continuous Quality Improvement Cycle



# Payment Applications

Amanda Williams, Senior Analyst, Construction and Capital Accounts

## **NEW** - Sample Payment Application Checklist

<b>BROWARD COLLEGE</b>		<b>Payment Application Checklist</b>
<b>Construction Manager (CM) - For Procore Pay App Submittal:</b>		
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	
1.c.)	Collect subcontractor payment applications, invoices, and supporting documents for completed work	
1.d.)	Gather supporting documents for completed self-performed work. Include both the BC and CM Project ID on all supporting documentation	
2.a.)	Include a PDF copy of the BC Purchase Order (PO)	
2.b.)	Verify that Contingency Change Authorizations (CCA) submitted in Procore have been approved. <u>Unapproved CCA's must not be included in the payment application.</u>	
2.c.)	Complete/update each trade cover sheet. CM's may use their own, or use the example provided on the <i>Trade Cover Sheet</i> worksheet	
2.d.)	Complete/update the <i>Payment Application Certificate Detail</i>	
2.e.)	Verify the information that auto-populates from the <i>Payment Application Certificate Detail</i> worksheet to the <i>Payment Application Certificate</i> worksheet	
2.f.)	Complete/update the top portion of the <i>Payment Application Certificate</i>	
2.g.)	Complete the <i>Certification by Builder</i> section, and obtain a notarized signature and stamp	
2.h.)	Submit the payment application through Procore.	
	<i>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.</i>	
<b>Architect/Engineer/Consultant (A/E/C) - For Procore Pay App Submittal:</b>		
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 <i>Payment Application Certificate</i>	
4.)	In Procore, upload the certified <i>Payment Application Certificate</i> with the CM's payment application	
	<i>Note: the BC Facilities Administrative Assistants will receive a notification from Procore regarding approval</i>	

# Payment Applications

Amanda Williams, Senior Analyst, Construction and Capital Accounts

## 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



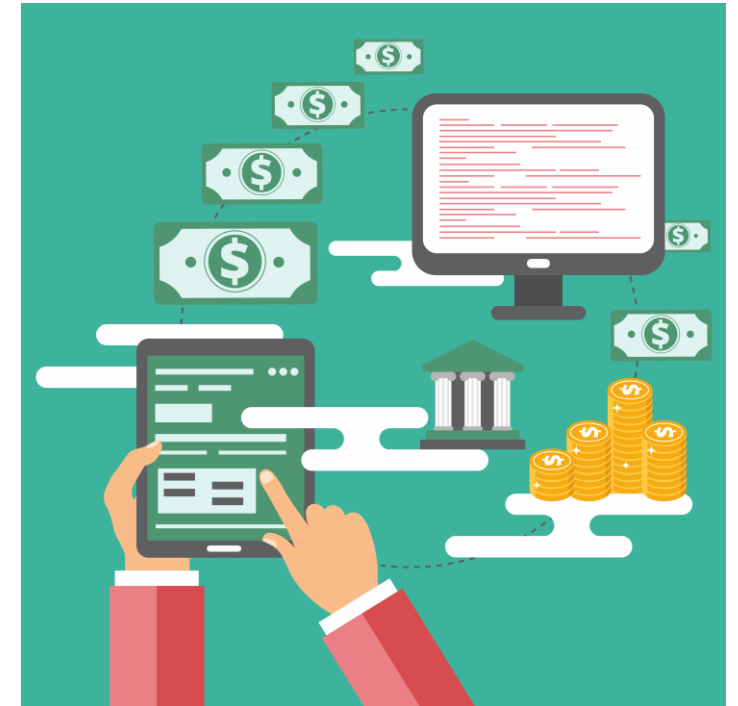
# Payment Applications

Amanda Williams, Senior Analyst, Construction and Capital Accounts

## Payment Application – Future Changes

- **BC Payment Application Forms**
  - Based on standard AIA pay app forms
  - Thoughtfully developed with both CM's pay app preparers and BC reviewers in mind
  - Forms factor in CM and Subcontractor information
  - Provides improved reconciliation by line item
- **Procore Financials**
  - Owner training and certification in progress
  - Reviewing customization options

**Goal** – Implement best option for both Owners and CMs



# Facilities Design and Construction

Robert Bellot, Senior Construction Project Manager



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**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



## 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:
  - Computers/telephones installation
  - Furniture installation
  - IT and AV connections
  - Staff training



# Closeout Process

Robert Bellot, Senior Construction Project Manager

What to Include?

## CHECKLIST:



<b>BROWARD COLLEGE</b>		<b>FACILITIES MANAGEMENT Project Close Out Checklist</b>	
PROJECT INFORMATION			
Project Description:	Central Campus IP 8 Hardening		
Purchase Order #:	PO-020260		
BC Project #:	1000-C88-01.0		
Contractor:	State Contracting Engineering Corp.	Temporary Certificate of Occupancy Date:	
Notice to Proceed Date:	12-Mar-21	Certificate of Occupancy Date:	
CHECKLIST			
ITEM	DESCRIPTION	Completion Date	NOTES
1	All field issues resolved		
2	Site and building cleaned per specifications		
3	All building systems tested and certified complete and operational per specifications		
3.1	Electric		
3.2	Plumbing		
3.3	Mechanical		
3.4	Telecom		
3.5	Special Systems (ie. elevator, chair lift, auto lift, exhaust system, kiln, etc.)		
3.6	Life Safety Systems		
3.7	A/V		
3.8	Networking		
4	All Building Official Inspection Report deficiencies are resolved		
5	Test and Balance reports issued and reviewed by A/E Team		
6	All spare parts & attic stock submitted to BC per contract		
7	All keys turned over to BC		



## 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:
  - Documentation of Equipment, Finishes, etc. for Operation and Maintenance Manuals and Warranties
  - As-built Documentation verification throughout the Construction process
  - Verification of “Attic Stock” requirements as identified in the Project Documents



# Closeout Process

Robert Bellot, Senior Construction Project Manager

What to Include?



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

**CLOSEOUT**

# Equipment Transfer Control

Robert Bellot, Senior Construction Project Manager

- **Equipment Transfer Control**
- Format for equipment 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 Design and Construction

Deborah Czubkowski, Associate Vice President



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# Consultant Performance Evaluation

Deborah Czubkowski, Associate Vice President

<b>BROWARD COLLEGE</b>		<b>FACILITIES MANAGEMENT Consultant Performance Evaluation</b>			
<b>INFORMATION</b>					
Firm:					
Project:		Total Construction Amount:			
Construction Project Manager:		Contract Completion Date:			
CATEGORIES		NOT APPLICABLE	PERFORMED NOTABLY WELL	SATISFACTORY PERFORMANCE	INFERIOR PERFORMANCE
<b>1</b>	<b>Quality of Technical Services</b>				
	Architectural				
	Mechanical Eng.				
	Electrical Eng.				
	Structural Eng.				
	Civil Eng.				
	Other				
<b>2</b>	<b>Administration/Coordination of Design Team</b>				
<b>3</b>	<b>Timeliness of Services</b>				
<b>4</b>	<b>Quality of Technical Documentation</b>				
<b>5</b>	<b>Cooperation / Concern for College Interests</b>				
<b>6</b>	<b>Administration of Project Paperwork</b>				
<b>7</b>	<b>Achievement of Study, Program or Design Objectives</b>				
<b>8</b>	<b>Administration/Enforcement of Contract Documents</b>				
<b>9</b>	<b>Code Compliance</b>				
<b>10</b>	<b>Overall Performance during the rating period</b>				
Recommendation for future work:		<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Comments:					
<b>Name, Title and Signature of Reviewing Official</b>					
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®**

