

**REQUEST FOR QUALIFICATIONS**  
RFQ 16-155C

**DESIGN PROFESSIONAL SERVICES**

*Wingate Oaks Center*



**The School Board of Broward County, Florida**

Dr. Rosalind Osgood, Chair  
Abby M. Freedman, Vice Chair  
Robin Bartleman  
Heather P. Brinkworth  
Patricia Good  
Donna P. Korn  
Laurie Rich Levinson  
Ann Murray  
Nora Rupert

Robert W. Runcie, Superintendent of Schools

Leo Bobadilla - Chief Facilities Officer  
Barbara J. Myrick, Interim General Counsel

Office of Facilities and Construction  
Procurement and Warehousing Services

**NOTICES TO ALL BIDDERS**

**Cone of Silence and Lobbyist Activities**

For Cone of Silence requirements and for Lobbyist Activities restrictions, refer to Section 4, Introduction and General Information lines labeled 'Cone of Silence and Lobbyist Activities' (lines 4.11 and 4.12).

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**  
Procurement and Warehousing Services Department  
7720 W. Oakland Park Boulevard, Suite 323  
Sunrise, Florida 33351-6704



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
7720 WEST OAKLAND PARK BOULEVARD, SUITE 323 • SUNRISE, FLORIDA 33351-6704 • TEL 754-321-0501

# REQUEST FOR QUALIFICATIONS (RFQ)

## RFQ # 16-155C

### DESIGN PROFESSIONAL SERVICES

RFQ Issue Date: May 6, 2016

#### Description of Scope:

Design Services for the following project:

Wingate Oaks Center

- Fire Alarm
- Media Center Improvements
- Replacement of HVAC Equipment in Buildings 1, 2, 4, and 5
- Building Envelope Improvements

### **NOTICES TO ALL PROPOSERS**

#### **Cone of Silence and Lobbyist Activities**

For Cone of Silence requirements and for Lobbyist Activity restrictions refer to Section 1, Introduction and General Information lines labeled Cone of Silence and Lobbyist Activities. Line numbers 1.10 and 1.11.

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
Procurement and Warehousing Services Department  
7720 W. Oakland Park Boulevard, Suite 323  
Sunrise, Florida 33351-6704

## TABLE OF CONTENTS

<u>Section</u>	<u>Page</u>
---	RFQ Cover Sheet.....1
---	Table of Contents and Attachments..... 2
1.0	Introduction and General Information ..... 3
2.0	Calendar ..... 6
3.0	RFQ Conditions ..... 7
4.0	Required Proposal Format and Response Information..... 11
5.0	Evaluation of Qualifications ..... 14
6.0	Project Scope and Schedule ..... 16

### Attachments

Attachment A - M/WBE Participation

Attachment B – Design Professional and Consultants Staffing

Attachment C – Sample Professional Services Agreement (With attachments)

PSA Attachment 1: Identified Codes, Regulations and Standards

PSA Attachment 2: Basic Design Phasing Requirements

PSA Attachment 3: Sample Schedule Format/Owner’s Initial Schedule – for reference

PSA Attachment 4: Sample Permitting

PSA Attachment 5: Invoice Formats

PSA Attachment 6: Design Fees

PSA Attachment 7: Supplemental Services

PSA Attachment 8: Electronic Media Requirements

PSA Attachment 9: Conflict of Interest Form

PSA Attachment 10: M/WBE Report Form

PSA Attachment 11: IRS form W-9

PSA Attachment 12: ACH Payment Agreement Form

PSA Attachment 13: Drug-Free Workplace

PSA Attachment 14: Errors and Omissions Process

Attachment D - Required Response Form

Attachment E - Scope of Available Services

Attachment F – Proposers Request for Information Form

Attachment G – Project Scope of Work

Attachment H – Authorization to Proceed Form

## **SECTION 1.0 - INTRODUCTION AND GENERAL INFORMATION**

- 1.1 The School Board of Broward County, Florida (hereinafter referred to as "SBBC") desires to receive Qualifications for Design Services as described herein.
- 1.2 **Questions and Interpretations:** Any questions, requests for clarifications or interpretations regarding any portion of this RFQ during the Submittal preparation period (or reporting errors, inconsistencies, or ambiguities) shall be received no less than ten (10) days prior to the deadline due date for submitting the completed RFQ response, and no questions or clarifications will be considered after this date. Respondents must submit Document 00220 – Bidders Request For Information Form (Attachment F) for all RFI requests and all RFI requests must be typed or printed. Questions not submitted on Document 00220 will not be considered. RFI requests must be for a single RFQ, RFI requests for multiple RFQs may not be considered. Any questions which require a response which amends the RFQ document in any manner will be answered via Addendum by the Procurement and Warehousing Services Department and provided to all Proposers. Address questions or requests for clarifications in writing to:
- Vanessa S. Lauchaire  
Strategic Sourcing Manager  
Procurement & Warehousing Services  
7720 West Oakland Park Blvd - Suite 323  
Sunrise, FL 33351  
754-321-0533 Fax
- 1.3 Any verbal or written information, which is obtained other than by information in this RFQ document or by Addenda, shall not be binding on SBBC.
- 1.4 **Contract Term:** The term of this contract is anticipated to begin on the Notice to Proceed Date and end one year after final completion of the project.
- 1.5 **Proposal Format:** The RFQ's submittal shall follow the format and include the information as identified in Section 4.0 of this RFQ.
- 1.6 **Evaluation and Award:** All Proposals will be evaluated by the Selection Committee based upon the information submitted by Proposers in response to this RFQ and in accordance with the evaluation criteria established in Section 5.0. Based upon the evaluation of Proposals, the Committee will recommend a Proposer(s) to the Superintendent of Schools who may then recommend a Proposer(s) to the SBBC for award.
- 1.7 **Irrevocability of Proposal:** A Proposal may not be withdrawn before the expiration of 90 days after the date of the Proposal's opening.
- 1.8 **Proposal Package Requirements:**
- One complete, original hard-copy Proposal (clearly labeled as "original").
  - One complete, original electronic version (clearly labeled as "original").
  - Fifteen (15) complete, electronic version copies (clearly labeled as "copy").
  - Two (2) additional hard-copies (which must be identical to the original Proposal except they shall be labeled as "copy").
  - Proposals shall be submitted in a sealed envelope (package, box, etc.) with the RFQ number and description clearly identified by label on the Package along with the Proposers Name.

1.9 **Gratuities:** Proposers shall not provide any gratuities, favors, or anything of monetary value to any official, employee, or agent of SBBC; including any School Board Member, Superintendent of Schools and any Evaluation Committee Members, for any reason during this entire Procurement Process.

1.10 **Cone of Silence:** Any proposer, or lobbyist for a proposer, is prohibited from having any communications (except as provided in this rule) concerning any solicitation for a competitive procurement with any School Board member, the Superintendent, any Evaluation Committee Member, or any other School District employee after the Procurement and Warehousing Services Department releases a solicitation to the General Public. All communications regarding this solicitation shall be directed to the designated Purchasing Agent unless so notified by the Procurement and Warehousing Services Department. This "Cone of Silence" period shall go into effect and shall remain in effect from the time of release of the solicitation until the contract is awarded by the School Board. Further, any vendor, its principals, or their lobbyists shall not offer campaign contributions to School Board Members or offer contributions to School Board Members for campaigns of other candidates for political office during the period in which the vendor is attempting to sell goods or services to the School Board. This period of limitation of offering campaign contributions shall commence at the time of the "cone of silence" period for any solicitation for a competitive procurement as described by School Board Policy 3320, Part II, Section GG as well as School Board Policy 1007, Section 5.4 – Campaign Contribution Fundraising. Any vendor or lobbyist who violates this provision shall cause their Proposal (or that of their principal) to be considered non-responsive and therefore be ineligible for award. This prohibition does not apply to:

1. Telephone calls to the Procurement & Warehousing Services staff to request copies of this RFQ, to confirm attendance, or request directions regarding an interview notification received;
2. Delivery of the Respondent's Submittal;
3. Discussion at the interview;
4. Delivery of written questions about the RFQ; and/or Review of background/contract documents at the staff offices.

1.11 **Lobbyist Activities:** In accordance with SBBC Policy 1100B, as currently enacted or as amended from time to time, persons acting as lobbyists must state, at the beginning of their presentation, letter, telephone call, e-mail or facsimile transmission to School Board Members, Superintendent or Members of Senior Management, the group, association, organization or business interest she/he is representing.

1.11.1 A lobbyist is defined as a person who, for immediate or subsequent compensation (e.g., monetary profit/personal gain), represents a public or private group, association, organization or business interest and engages in efforts to influence School Board Members on matters within their official jurisdiction.

1.11.2 A lobbyist is not considered to be a person representing school allied groups (e.g., PTA, DAC, Band Booster Associations, etc.) nor a public official acting in her/his official capacity.

1.11.3 Lobbyists shall annually (July 1) disclose in each instance and for each client prior to any lobbying activities, their identity and activities by completing the lobbyist statement form which can be obtained from official School Board Records, School Board Member's Offices or the Superintendent's Office and will be recorded on SBBC's website, [www.browardschools.com](http://www.browardschools.com).

1.11.4 The lobbyist must disclose any direct business association with any current elected or appointed official or employee of SBBC or any immediate family member of such elected or appointed official or employee of SBBC.

1.11.5 Senior-level employees and/or School Board Members are prohibited from lobbying activities for two years after resignation or retirement or expiration of their term of office.

1.11.6 The Office of the Superintendent shall keep a current list of persons who have submitted the lobbyist statement form.

- 1.12 **Preparation Cost of Proposal:** Proposer is solely responsible for any and all costs associated with responding to this RFQ. SBBC will not reimburse any Proposer for any costs associated with the preparation and submittal of any Proposal, or for any travel and per diem costs that are incurred by any Proposer.
- 1.13 It is the sole responsibility of the Proposer to assure it has received the entire Proposal and any and all Addendum.
- 1.14 It is the sole responsibility of the Proposer to assure that its Proposal is time stamped in the Procurement and Warehousing Services Department on or before 2:00 p.m. EST on the date due.
- 1.15 No verbal or written information which is obtained other than by information in this document or by Addenda to this RFQ shall be binding on SBBC.
- 1.16 No submissions made after the Proposal opening, amending or supplementing the Proposal, will be considered.

## SECTION 2.0 CALENDAR

May 6, 2016	Issuance of RFQ #16-155C
May 20, 2016	Written questions due on or before 5:00 p.m. ET in the Procurement and Warehousing Services Department 7720 West Oakland Park Blvd., Suite 323, Sunrise, Florida 33351-6704.
June 3, 2016	Proposals due on or before 2:00 p.m. ET in the Procurement and Warehousing Services Department. 7720 West Oakland Park Blvd., Suite 323, Sunrise, Florida 33351-6704.
June 23, 2016**	Selection Committee reviews Qualifications and makes a recommendation for Selection in the Procurement and Warehousing Services Department 7720 West Oakland Park Boulevard, Suite 323 Sunrise, Florida 33351-6704 at 1:30 p.m.*
June 27, 2016	Evaluation Committees Posting of Recommendations.
August 16, 2016	Tentative School Board Award Date.

\*These are public meetings. SBBC prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, national origin, marital status, race, religion, sex or sexual orientation. Individuals who wish to file a discrimination and/or harassment complaint may call the Executive Director, Benefits & EEO Compliance at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may call Equal Educational Opportunities (EEO) at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.

\*\*Proposers may be asked to be present at this public meeting to answer questions related to their submittal. Proposers may also be invited to make a presentation to the Selection Committee. If a presentation is requested, it must be limited to information included in their Proposal submitted to SBBC. Details related to the Selection Committee meeting will be provided to the proposers when they are given notice of the meeting.

## **SECTION 3.0 - RFQ CONDITIONS**

- 3.1 **Evaluation Committees and Proposals:** State Statutes 119.071 and 286.0113 are adhered to by SBBC in the review and awarding of contracts.
- 3.2 **Public Record:** Proposer acknowledges that all information contained within their Proposal is part of the public domain as defined by the State of Florida Sunshine and Public Record Laws.
- 3.3 **Governing Law:** This RFQ, and any award(s) resulting from this RFQ, shall be interpreted and construed in accordance with the laws of the State of Florida. Any protests arising from this RFQ shall be subject to Section 120.57(3), Florida Statutes. Any disputes or controversies arising out of a contract awarded under this RFQ shall be submitted to the jurisdiction of the state courts of the Seventeenth Judicial Circuit in and for Broward County, Florida.
- 3.4 **Advertising:** In submitting an RFQ, Proposer agrees not to use the results therefrom as a part of any commercial advertising without prior written approval of SBBC.
- 3.5 **Billing Instructions and Payment:** All payments made to the Design Professionals shall be made by ACH (Automated Clearing House). Monthly invoices shall be submitted to the Project Manager for review and approval. Refer to the PSA for the specifics. The ACH Payment Agreement Form is an attachment to the PSA (PSA Attachment 12). This form shall be submitted at the time of the execution of the Contract.
- 3.6 **Contract Value:** No guarantee is given or implied as to the total dollar value or work as a result of this RFQ. SBBC is not obligated to place any order for services performed as a result of this award. Order placement will be based upon the needs and in the best interest of SBBC.
- 3.7 **Conflict of Interest and Conflicting Employment or Contractual Relationship:** Section 112.313 (3) and (7), Florida Statutes, sets forth restrictions on the ability of SBBC employees acting in a private capacity to rent, lease, or sell any realty, goods, or services to SBBC. It also places restrictions on SBBC employees concerning outside employment or contractual relationships with any business entity which is doing business with SBBC. Each Proposer is to disclose any employees it has who are also SBBC employees. This Conflict of Interest Form is an attachment to the PSA (PSA attachment 9). This executed document shall be submitted at the time of Contract Execution. Any employees identified by the Proposer, should obtain legal advice as to their obligations and restrictions under Section 112.313 (3) and (7), Florida Statutes.
- 3.8 **Disputes:**
- 3.8.1 In the event of a conflict between the documents, the order of priority of the documents shall be as follows:
1. The Agreement resulting from the award of this RFQ (if applicable) ; then
  2. Addenda released for this RFQ, with the latest Addendum taking precedence; then
  3. the RFQ Documents; then
  4. Awardee's Proposal.
- 3.8.2 In case of any other doubt or difference of opinion, the decision of SBBC shall be put in writing and shall be final and binding on both parties.
- 3.9 **Insurance:** Refer to PSA Agreement – Part 5 – Article 3 for Design Professional Insurance Requirements (RFQ Attachment C).
- 3.10 **Public Entity Crimes:** Section 287.133(2)(a), Florida Statutes, as currently enacted or as amended from time to time, states that a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may



not submit a Proposal on a contract to provide any goods or services to a public entity, may not submit a Proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit a Proposal on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for CATEGORY TWO [currently \$25,000] for a period of 36 months from the date of being placed on the convicted vendor list.

3.12 **M/WBE:**

3.12.1 M/WBE Goals: The Design Professional shall comply with the Owner's current M/WBE policies and procedures. The Design Professional's M/WBE goal for this Contract is 25 percent.

3.12.2 Information: SBBC encourages each Proposer to make every reasonable effort to include M/WBE participation on any contract award under this RFQ. An M/WBE is defined by SBBC as any legal entity, other than a joint venture, which is organized to engage in commercial transactions and which is at least 51% owned and controlled by a minority or women and has been Certified by SBBC as an approved M/WBE.

3.12.2.1 Any participation by firms not certified by SBBC at the time of proposal will not count in the RFQ evaluation process for the award of points in the Design Professional M/WBE Participation Category. However, firms that are certified by SBBC after the proposal's tentative award, will count towards the Design Professional's M/WBE project goal attainment. Design Professional to contact SDOP to provide the updated information.

3.12.2.2 For information on M/WBE Certification, or to obtain information on locating certified M/WBE's, contact SBBC's Supplier Diversity and Outreach Programs at 754-321-0550 or [www.broward.k12.fl.us/supply/vendors/mwbe.htm](http://www.broward.k12.fl.us/supply/vendors/mwbe.htm).

3.13 **Protesting of RFQ Conditions/Specifications:** Any person desiring to protest the conditions/specifications in this RFQ, or any Addenda subsequently released thereto, shall file a notice of intent to protest, in writing to the Director of Procurement and Warehousing Services Department. The formal written protest shall be filed within ten calendar days after the date the notice of protest was filed. Saturdays, Sundays, state holidays or days during which the school district administration is closed shall be excluded in the computation of the ten (10) calendar days. The formal written protest must be received on or before 5:00 p.m. EST of the 10<sup>th</sup> Calendar Day at the office of the Director of Procurement and Warehousing Services Department. Refer to Section 120.57(3)(b), Florida Statutes, as currently enacted or as amended from time to time, for the requirements for the written protest.

3.13.1 Failure to file a notice of protest or to file a formal written protest within the time prescribed by Section 120.57(3), Florida Statutes, or a failure to post the bond or other security required by SBBC Policy 3320, Part VIII, within the time allowed for filing a bond, shall constitute a waiver of proceedings.

3.14 **Posting of RFQ Recommendations:** RFQ Recommendations will be posted in the Procurement and Warehousing Services Department and on [www.demandstar.com](http://www.demandstar.com) as noted on the Calendar (Section 2.0) or as modified by an addendum or by posting in the Procurement and Warehousing Services Department and at [www.demandstar.com](http://www.demandstar.com) (under the document section for this RFQ). The Recommendations will remain posted for 72 hours. It is the responsibility of each Proposer to ascertain any revised date for the posting of RFQ Recommendations.

3.15 **Protest of Intended Decision:** Any person desiring to protest the Recommended Decision shall file a notice of protest, in writing, within 72 hours after the posting of the RFQ Recommendation and shall file a formal written protest within ten calendar days after the date the notice of protest was filed. The formal written protest must be received on or before 5:00 p.m. EST of the tenth (10) calendar day. Saturdays, Sundays, state holidays and days during which the school district administration is closed shall be excluded in the computation of the 72 hours.

3.15.1 Failure to file a notice of protest or to file a formal written protest within the time prescribed by Section 120.57(3), Florida Statutes, or a failure to post the bond or other security required by Policy 3320, Part VIII, within the time allowed for filing a bond, shall constitute a waiver of proceedings.

3.15.2 Notices of protests, formal written protests, and the bonds required by Policy 3320, shall be filed at the office of the Director of Procurement and Warehousing Services, 7720 West Oakland Park Boulevard, Suite 323, Sunrise, Florida 33351 Fax filing will not be acceptable for the filing of bonds.

- 3.16 **Use of Other Contracts:** SBBC reserves the right to utilize any other SBBC contract, any State of Florida Contract, any contract awarded by any other city or county governmental agencies, other school boards, other community college/state university system cooperative agreements, in lieu of any offer received or award made as a result of this RFQ if it is in SBBC's best interest to do so. SBBC also reserves the right to waive irregularities or technicalities in any Proposal received if such action is in the best interest of SBBC. However, such a waiver shall in no way modify the RFQ requirements or excuse the Proposer from full compliance with the RFQ specifications and other contract requirements if the Proposer is awarded a contract.
- 3.17 **Assignment:** Neither party to the Agreement shall sell, assign or sublet the same without the written consent of the other; nor shall a Design Professional assign any monies due or to become due to the Design Professional, or by reason of the Contract without the previous written consent of the Owner and as approved by the Attorney for the Owner.
- 3.18 **Cancellation:** In the event any of the provisions of this RFQ are violated by the Awardee, the Director of Procurement and Warehousing Services shall give written notice to the Awardee stating the violations and unless they are corrected within five days, a recommendation will be made to SBBC for cancellation.
- 3.19 **SBBC Photo Identification Badge:**  
**Background Screening:** Awardee agrees to comply with all the requirements of Sections 1012.32 and 1012.465, Florida Statutes, and that Awardee and all its personnel who (1) are to be permitted access to school grounds when students are present, (2) will have direct contact with students, or (3) have access or control of school funds will successfully complete the background screening required by the referenced statutes and meet the standards established by the statutes. Personnel shall include employees, representatives, agents or sub-contractors performing duties under the contract to SBBC and who meet any or all of the three requirements identified above. Awardee will bear the cost of acquiring the background screening required under Section 1012.32, Florida Statutes, and any fee imposed by the Florida Department of Law Enforcement to maintain the fingerprints provided with respect to Awardee and its personnel. The Parties agree that the failure of Awardee to perform any of the duties described in this section shall constitute a material breach of this RFQ entitling SBBC to terminate immediately with no further responsibilities or duties to perform under this Agreement. Awardee agrees to indemnify and hold harmless SBBC, its officers and employees of any liability in the form of physical or mental injury, death or property damage resulting in Awardee's failure to comply with the requirements of this section or Sections 1012.32 and 1012.465, Florida Statutes.
- 3.19.1 SBBC issued identification badges must be worn at all times when on SBBC property and must be worn where they are visible and easily readable.
- 3.19.2 Badge Vendor Information shall be provided to the Design Professional at the time of Award.
- 3.20 **Withdrawal of RFQ:** In the best interest of SBBC, SBBC reserves the right to withdraw this RFQ at any time prior to the time and date specified for the Proposal opening.
- 3.21 **Severability:** In case of any one or more of the provisions contained in this RFQ shall be for any reason be held to be invalid, illegal, unlawful, unenforceable or void in any respect, the invalidity, illegality, unenforceability or unlawful or void nature of that provision shall not affect any other provision and this provision shall be considered as if such invalid, unlawful, unenforceable or void provision had never been included herein.
- 3.22 It is the sole responsibility of the Proposer to assure it has received the entire Proposal and any and all Addendum.
- 3.23 It is the sole responsibility of the Proposer to assure that its Proposal is time stamped in the Procurement and Warehousing Services Department on or before the due time on the date due. No submissions made after the Proposal opening, amending or supplementing the Proposal, shall be considered.

3.24 No verbal or written information which is obtained other than by information in this document or by Addenda to this RFQ shall be binding on SBBC.

3.25 **Acceptance and Rejection of Proposals:**

3.25.1 **Acceptance:** All Proposals properly completed and submitted will be evaluated in accordance with Section 5.0.

3.25.2 **Rejection:** A Proposal may be rejected if it does not conform to the rules or the requirements contained in this RFQ. Examples for rejection include, but are not limited to, the following:

3.25.2.1 The Proposal is time-stamped at the Procurement and Warehousing Services Department after the deadline specified in the RFQ.

3.25.2.2 Proposers found legally guilty of collusion among Proposers, shall be rejected, and the participants to such shall be barred from future procurement opportunities until such time as they may be reinstated.

3.25.2.3 The Proposal shows non-compliance with applicable laws; or contains any unauthorized additions or deletions; is a conditional Proposal; is an incomplete Proposal; or contains irregularities of any kind.

3.26.2.4 The Proposer adds provisions reserving the right to accept or reject an award or to enter into a contract pursuant to an award or adds provisions contrary to those in the RFQ.

3.25.3 SBBC also reserves the right to waive irregularities or technicalities in any Proposal received if such action is in the best interest of SBBC. However, such a waiver shall in no way modify the RFQ requirements or excuse the Proposer from full compliance with the RFQ specifications and other contract requirements if the Proposer is awarded the contract.

3.26 **Maintenance of Records:**

3.26.1 Design Professional shall keep all records and supporting documentation which concern or reflect its Services hereunder. The records and documentation shall be retained by the Design Professional for a period of seven (7) years from the completion date of the project associated with the Authorization to Proceed; or such period of time as required by law. The Owner, or any duly authorized agents or representatives of the Owner, shall have the right to inspect and copy all such records and documentation as often as they deem necessary during the period of this Agreement and during the period noted above in which the records are to be retained. Such activity shall be conducted at the reasonable convenience of the Design Professional.

3.27 **Liability:** Refer to Attachment C - Sample Professional Services Agreement (PSA), Part 5 Article 2 - Liability Clause.

3.28 **SBBC Information Security Guidelines:** It is the responsibility of the Design/Builder to read and adhere to the SBBC Information Security Guidelines when using any device connected to the SBBC's network. Following the conclusion of the contract term, all of SBBC's confidential information must be removed from the Design/Builder's equipment and all access privileges must be revoked. Final payment will be withheld until the Design/Builder has confirmed, in writing, that all SBBC's confidential information has been purged from any and all electronic technology devices that were used during this contract and were connected to the SBBC's network.

## **SECTION 4.0 - REQUIRED QUALIFICATIONS FORMAT AND RESPONSE INFORMATION**

4.1 The SBBC's Procurement and Warehousing Services Department shall determine whether each Proposer has Addressed and provided all RFQ submittal requirements. SBBC's Procurement and Warehousing Department shall identify the status of completion for each Proposer's proposal on a spreadsheet for the Evaluation Committee's use.

4.2 It is required that Proposals be organized in the manner specified below and with all the information as identified.

4.2.1 **Title Page:**

- Line 1 Include RFQ number and name;
- Line 2. The RFQ Due Date;
- Line 3 The name of the Proposer (company/firm name);
- Line 4 Company/firm address;
- Line 5 and telephone number.

4.2.2 **Section A – General**

**Section A1 Table of Contents:** Include a clear identification of the material by scoring sections, section number and by page number.

**Section A2 Letter of Responsibility:** Include the names of the persons who will be authorized to make decisions for the Proposer for this proposal, and for the Design efforts that may result from this RFQ. Provide titles, work addresses, telephone numbers and e-mail addresses. Letter to be on Company Letterhead and signed by an Officer of the Company.

4.2.3 **Section B – Required Forms, Licenses, certificates, History**

4.2.3.1 **Required Response Form**

4.2.3.1.1 The Required Response Form shall be completed in ink or typewritten. The signed "original" Required Response Form shall be submitted within the Proposal Package labeled as the "original." Refer to Attachment D.

4.2.3.1.2 Required Response Form for Joint Venture Proposals shall follow the following requirements.

4.2.3.1.2.1 JOINT VENTURES: In the event multiple Proposers submit a joint Proposal in response to the RFQ, a single Proposer shall be identified as the Prime Proposer. If offering a joint Proposal, Prime Proposer must include the name and address of all parties of the joint Proposal. Prime Proposer shall provide all bonding and insurance requirements, execute any Contract, complete the Required Response Form shown herein, and have overall and complete accountability to resolve any dispute arising within this contract. Only a single contract with one Proposer shall be acceptable. Prime Proposer responsibilities shall include, but not be limited to, performing of overall contract administration, preside over other Proposers participating or present at SBBC meetings, oversee preparation of reports and presentations, and file any notice of protest and final protest as described herein. Prime Proposer shall also prepare and present a consolidated invoice(s) for services performed. SBBC shall issue only one check for each consolidated invoice to the Prime Proposer for services performed. Prime Proposer shall remain responsible for performing services associated with response to this RFQ.

**Section B1 Required Response Form:**

Modifications or alterations to this form shall not be accepted and will cause the Proposal to be rejected and not reviewed. The Required Response Form, shall be the only acceptable form. The form with the Original Signature shall be in the Proposal Package labeled "Original". Refer to Attachment D.

## **Section B2 Licenses and Registrations (Florida)**

- 3.1 All appropriate licenses shall be provided on a list
- 3.2 Firms Architectural License/Registration if applicable
- 3.3 Architectural License/Registration – for \_\_\_\_\_
- 3.4 Architectural License/Registration – for \_\_\_\_\_
- 3.5 Mechanical License/Registration – for \_\_\_\_\_
- 3.6 Structural License/Registration – for \_\_\_\_\_
- 3.7 M/WBE Certificate (if applicable) – for proposer firm
- 3.8 continue as appropriate

## **Section B3 Proposer History**

Provide a listing of current and former business entities that the Proposer is operating under and has operated under in the past. Letter to be on Company Letterhead and signed by an officer of the Company.

## **Section B4 Litigation**

Provide a statement of any litigation or regulatory action that has been filed or is pending against your firm(s) in the last three years. If an action has been filed, state and describe the litigation or regulatory action filed, and identify the court or agency before which the action was instituted, the applicable case or file number, and the status or disposition for such reported action. If no litigation or regulatory action has been filed against your firm(s), provide a statement to that effect. For joint venture or team Proposers, submit the requested information for each member of the joint venture or team.

### 4.2.4 **Section C - Experience and Qualifications** (50 maximum points)

#### **Section C1 Executive Summary / Approach / Current Work Load** (20 maximum points)

**Executive Summary** – (7 maximum points) Submit a brief abstract stating the Proposer's understanding of the nature and scope of the services to be provided and capability to comply with all terms and conditions of RFQ (3 page maximum).

**Approach** – (7 maximum points) Discuss your approach for delivering this project (2 page maximum).

**Current Work Load** – (6 maximum points) Demonstrate your ability to perform this work given your current project workload. Provide a list of current projects for SBBC (2 page maximum).

#### **Section C2 Firm Experience and Qualifications** (15 maximum points)

Provide a statement of your firm's qualifications to perform the services requested under this RFQ (3 page maximum).

#### **Section C3 Relevant Projects / References** (15 maximum points)

Provide a list and description of relevant projects (maximum of 5) successfully completed by your firm in the most recent five (5) years. For each project, include:

- Name and location of project
- Scope of work that was performed by your firm
- Summary of the project scope including construction delivery method
- Name, title and contact information for client

- Initial and final construction cost (where not deemed confidential)
- Change order percentage by type, including errors and omissions
- Planned design schedule vs actual design schedule

Include 3 references with contact information, preferably from one of the projects requested above (5 pages maximum for Section C3).

4.2.5 **Section D – Team Composition:** (40 maximum points)

**Section D1 Team Structure** (10 maximum points)

Describe the structure of your team, including all subconsultants. Indicate which professional design services the prime firm offers with in house staff, and indicate which professional design services the firm may opt to utilize consultants. Refer to Attachment E. (3 pages maximum. Attachment E does not count toward page limits)

**Section D2 Key Personnel** (30 maximum points)

Design Professional's Staff (15 maximum points)

Provide the names of the Design Professionals staff intended for use on SBBC Projects, including applicable professional qualifications. Identify the Principal to be in charge of SBBC Projects. Identify other key personnel as appropriate, including the Senior Architect and primary production Architect. Not all staff personnel need to be listed. It is understood that staffing requirements will vary from project to project based on project scope and required design time frame. Refer to Attachment B. Resumes for key personnel should be provided.

Consultants' Staffing (15 maximum points)

For each Consultant, provide the names of the Consultants Staff intended for use on SBBC Projects, including professional qualifications. Identify the Principal to be in charge of SBBC Projects. Identify a Senior Engineer for each of the disciplines that each Consultant performs. Refer to Attachment B. Resumes for key personnel should be provided.

4.2.6 **Section E - Supplier Diversity and Outreach Program** (10 maximum points)

**Section E1 M/WBE Firms for Intended Use** (10 maximum points)

Identify the M/WBE firm or firms who may be working with you on this engagement utilizing Attachment A, M/WBE Participation.

## SECTION 5.0 - EVALUATION OF QUALIFICATIONS

5.1 Evaluation of Qualifications - The Evaluation Committee shall evaluate all Qualified Proposals by the following Categories.

<u>SECTION</u>	<u>POSSIBLE POINTS</u>
Section A – General	Pass/Fail
Section B – Required Forms	Pass/Fail
<u>Section C - Experience and Qualifications</u>	
Section C 1 - Executive Summary / Approach / Current Work Load	0 to 20
Section C 2 – Firm Experience and Qualifications	0 to 15
Section C 3 - Relevant Projects / References	0 to 15
<u>Section D - Team Composition</u>	
Section D 1 – Team Structure	0 to 10
Section D 2 – Key Personnel	0 to 30
<u>Section E - Supplier Diversity &amp; Outreach Program</u>	
Section E 1 - M/WBE Participation	0 to 10
<b>TOTAL POSSIBLE POINTS</b>	<b>100</b>

### 5.1.1 Scoring of M/WBE Participation – Section E1

The SBBC shall award a maximum of ten (10) points for M/WBE Participation as listed in the Evaluation Point Tables below. At the time the proposal is submitted, the proposer shall identify all M/WBE firms (if any) which will be utilized by using the M/WBE Participation Form and Statement of Intent Form. The Letter of Intent submitted with the proposal reflects the intent of the parties (prime and sub-consultant) to establish a business relationship as well as the type of work and percentage of work that the sub-consultant will perform.

5 Points For M/WBE Designer	
M/WBE Designer	5.0 Points

5 Points For M/WBE Sub-Consultant Participation	
≥ 25%	5.0 Points
≥ 20%	4.0 Points
≥ 15%	3.0 Points
≥ 10%	2.0 Points
≥ 5%	1.0 Points

*NOTE: Points for Category E shall be provided by the M/WBE Coordinator for use by QSEC members.*

5.2 Qualification Selection Evaluation Committee (“QSEC”) members shall rank proposers based on the total number of points received from QSEC committee member scoring. The proposer receiving the most total points received from all QSEC members shall be considered to be the **most qualified** proposer (“Firm 1”). All remaining proposers shall be ranked in order based on total points received from all QSEC members (**Firm 2, Firm 3, Firm 4, and etc.**).

- 5.2.1 The first tie-breaker between identically scored proposers shall be the total number of times the applicable proposers are ranked as the most qualified (Firm 1) by individual QSEC committee members.
- 5.2.2 The second tie-breaker between identically scored proposers shall be the total number of times the applicable proposers are ranked as the **second most qualified** ("Firm 2") by individual QSEC committee members.
- 5.2.3 The third tie-breaker between identically scored proposers shall be the total number of times the applicable proposers are ranked as the **third most qualified** ("Firm 3") by individual QSEC committee members.
- 5.2.4 The fourth tie-breaker shall be a coin flip, to be called in the air, by the proposer who held its discussions with QSEC first.
- 5.3 Any firm receiving a "Fail" score in Sections A or B shall be deemed non-responsive.
- 5.4 After scoring has been completed, QSEC shall recommend that District staff negotiate a contract for professional design services with Firm 1 at compensation which staff determines is fair, competitive, and reasonable.
  - 5.4.1 Should staff be unable to negotiate a satisfactory contract with Firm 1, negotiations with Firm 1 shall be formally terminated.
  - 5.4.2 Staff shall then undertake negotiations with Firm 2. Should staff be unable to negotiate a satisfactory contract with Firm 2, staff shall formally terminate negotiations with Firm 2, and then undertake negotiations with Firm 3.
  - 5.4.3 This process shall continue with the remaining, most qualified firms until a satisfactory contract is negotiated. If no negotiations are successful, the procurement shall automatically terminate.
- 5.5 After successful negotiations with the applicable proposer, an Agreement shall be submitted to the Board for approval and award of a Design contract.
- 5.6 **Award:** The Agreement resulting from these negotiations shall be governed by the laws of the State of Florida, and shall have venue established in the 17<sup>th</sup> Court of Broward County, Florida or the United States Court of the Southern District of Florida.

## END OF EVALUATION OF QUALIFICATIONS



## SECTION 6.0 – PROJECT SCOPE AND SCHEDULE

6.1 Summary Project Scope - The Scope of Work is summarized below.

Wingate Oaks Center

- Fire Alarm
- Media Center Improvements
- Replacement of HVAC Equipment in Buildings 1, 2, 4, and 5
- Building Envelope Improvements

6.2 Project Budget - The Budget for this package is as follows.

Wingate Oaks Center

Total Funds from District's approved ADEFP:	\$ 2,833,000
Less:	
- School Choice, Technology and completed work	<u>\$ 275,000</u>
Total Project Budget	\$ 2,558,000
Less:	
- Other Owner Costs	<u>\$ 127,900</u>

TOTAL Design, Construction and Soft Cost Funds \$ 2,430,100

6.3 Project Schedule - The Schedule for this project is as follows:

Authorization to Proceed	September 22, 2016
Completion of Design	June 6, 2017
Final Completion – Construction	August 17, 2018

**END OF RFQ**

M/WBE PARTICIPATION

Complete the following information on the proposed M/WBE participation on this contract.

Proposer's Company Name: \_\_\_\_\_

M/WBE Firm Information	Scope and/or Nature of Work to be Performed by the M/WBE	% of M/WBE Participation
Firm Name: _____ Contact Person: _____ Address: _____ _____ Telephone No.: _____ Facsimile No.: _____ M/WBE Certification No.: _____ Certifying Agency Name: _____ Address: _____ _____ Telephone No.: _____		
Firm Name: _____ Contact Person: _____ Address: _____ _____ Telephone No.: _____ Facsimile No.: _____ M/WBE Certification No.: _____ Certifying Agency Name: _____ Address: _____ _____ Telephone No.: _____		
Firm Name: _____ Contact Person: _____ Address: _____ _____ Telephone No.: _____ Facsimile No.: _____ M/WBE Certification No.: _____ Certifying Agency Name: _____ Address: _____ _____ Telephone No.: _____		

Note: percentage amount needs to be provided to receive points.

Design and Professional Consulting Staff

Prime Firm:

Name	Title	Role	Time Commitment	Florida professional license	Email Address

Subconsultant:

Name	Title	Role	Time Commitment	Florida professional license	Email Address

Subconsultant:

Name	Title	Role	Time Commitment	Florida professional license	Email Address

Subconsultant:

Name	Title	Role	Time Commitment	Florida professional license	Email Address

**PROFESSIONAL SERVICES AGREEMENT**

**Design Professional Services**

**BETWEEN**

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**

**AND**

\_\_\_\_\_ ***(DESIGN PROFESSIONAL CO NAME)*** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Description of Scope (for Single Package Contract)**

**Provide Design Services for the following projects:**

**TABLE OF CONTENTS**

TABLE OF CONTENTS	2
CONTRACT ATTACHMENT LISTING	3
DEFINITIONS	6
<b>PART 1 – SCOPE OF SERVICES</b>	
ARTICLE 1 – DESIGN PROFESSIONAL’S RESPONSIBILITY	9
ARTICLE 2 – SERVICES BY DESIGN PROFESSIONAL’S OWN STAFF/CONSULTANTS	10
ARTICLE 3 – BASIC SERVICES	11
ARTICLE 4 – MAINTENANCE OF RECORDS	13
ARTICLE 5 – CONTRACT PROCESS/PROCEDURES	13
<b>PART 2 – DESIGN PROFESSIONAL COMPENSATION</b>	
ARTICLE 1 – PAYMENT	14
ARTICLE 2 – REIMBURSABLES	15
ARTICLE 3 – WAIVER OF CLAIMS	16
<b>PART 3 – CONTRACT TIME</b>	
ARTICLE 1 – CONTRACT TIME	16
ARTICLE 2 – CONTRACT DURATION	17
<b>PART 4 – OWNERS RESPONSIBILITIES</b>	
ARTICLE 1 – MISCELLANEOUS	17
<b>PART 5 – TERMS AND CONDITIONS</b>	
ARTICLE 1 – MISCELLANEOUS	19
ARTICLE 2 – LIABILITY	19
ARTICLE 3 – INSURANCE	20
ARTICLE 4 – APPLICABLE LAW	23
ARTICLE 5 – EQUAL EMPLOYMENT OPPORTUNITY/NONDISCRIMINATION/MWBE/LDB	23
ARTICLE 6 – DISPUTE RESOLUTION	23
ARTICLE 7 – SECURING AGREEMENT/PUBLIC ENTITY CRIMES	24

ARTICLE 8 – OWNERSHIP, LICENSE OF DOCUMENTS AND INTELLECTUAL PROPERTY	24
ARTICLE 9 – PROJECT TERMINATION OR SUSPENSION	25
ARTICLE 10 – CONDITIONS	26
ARTICLE 11 – NOTICE PROVISIONS	28
<b>PART 6 – CONTRACT EXECUTION SHEETS</b>	<b>29</b>

**CONTRACT ATTACHMENT LISTING**

The following attachments are fully incorporated into this Agreement for Professional Design Services:

**Attachment 1:** Identified Codes, Regulations and Standards

- Codes regulations standards
- Certain projects may require meeting other or additional criteria

**Attachment 2:** Basic Design Phasing Requirements

- Note that the Project Scope of Work determines the requirements of Design Phasing

**Attachment 3:** Sample Schedule Format/Owner’s Initial Schedule – for reference

- Design Professional to develop a Project Schedule for Owner review and acceptance

**Attachment 4:** Sample Permitting Plan Format

- Sample format for Design Professional Permit Tracking

**Attachment 5:** Invoice Formats

- Required for monthly billing
- Required for reimbursable expenses

**Attachment 6:** Design Fees

- Schedule of Design Fees

**Attachment 7:** Supplemental Services Information

**Attachment 8:** Electronic Media Requirements

**Attachment 9:** Conflict of Interest Form

- Due at the time of contract execution

**Attachment 10:** M/WBE Report Form

- Format for Design Professionals monthly report

**Attachment 11:** IRS form W-9

- Due at time of contract execution

**Attachment 12:** ACH Payment Agreement Form

- Due at time of contract execution

**Attachment 13:** Drug-Free Workplace

- Due at time of contract execution

**Attachment 14:** Errors and Omissions Process

**Attachment 15:** Finalized Design Professional and Consultant's Staffing – updated RFQ Attachment B

- Due five (5) days after contract execution

**Online Documents:** The following documents shall be downloaded by the Design Professional and are considered as Attachments to this Contract:

**Design Standards**

[http://www.broward.k12.fl.us/facilities\\_construction/DSS/DS\\_Docs/DesignStandards.htm](http://www.broward.k12.fl.us/facilities_construction/DSS/DS_Docs/DesignStandards.htm)

- Design Criteria
- Design and Material Standards - Division 1 thru Division 17
- Document Submittal Checklist for Plan Review

<http://www.broward.k12.fl.us/constructioncontracts/D0docs.html>

- Specifications – Division 0

**State Requirements for Educational Facilities (SREF) latest edition**

<http://www.fldoe.org/edfacil/sref.asp>

- F.I.S.H. layering system for AutoCAD: **Note:** the laying system is not posted on line. It will need to be requested thru:

Facility Planning and Real Estate

600 SE 3<sup>rd</sup> Avenue

Fort Lauderdale, FL 33312

754-321-1932

**Executed Documents**

- This Section will include all signature pages and the Design Professional’s RFQ and Contract deliverables.
- These documents are integral to the Contract and will be provided to the Design Professional as part of the contract package.
- Included are:
  - Executed Contract
  - List of Project Team Members as submitted as part of the RFQ
  - Document 00455 – background screening
  - Project Specific Insurance Certificates
  - Executed Purchase Order
  - Design Professional’s approved schedule
  - Authorizations to Proceed
  - Drug Free Workplace
  - ACH Payment Agreement
  - IRS W-9 form
  - Conflict of Interest form
  - M/WBE letter of intent - form 00470
  - M/WBE consultants participating – form 00475
  - unavailability certificate if required – form 00480
  - Updated Design Professional and Consultant Staffing (RFQ attach B)
    - This is due five (5) days after execution of this contract.
  - Other documents, as may be required



**DEFINITIONS**

1. **Authorization to Proceed (ATP):** A document issued by the Owner to the Design Professional, which, when executed, authorizes the Design Professional to proceed with all or a portion of the Professional Services.
2. **Board:** The School Board of Broward County, Florida (SBBC).
3. **Building Code Inspectors and Plans Examiners:** Employees of The School Board of Broward County, Florida, and others designated by the Chief Building Official, who are certified by Florida statutes 468, 633 and 553 to provide plan review and inspections for code compliance.
4. **Building Department:** The entity having responsibility to provide plan review and inspections for code compliance for the School Board of Broward County facilities.
5. **Capital Budget Department:** The entity having responsibility for administering the budget and adoption of the annual District Education Facilities Plan for the School Board of Broward County.
6. **Change Order:** A written notice, issued and approved by the Owner for additions or deletions to the Contractors Scope of Work. A change order may increase or decrease the Contract amount or Time for Completion.
7. **Chief of Facilities & Construction Officer:** An employee of The School Board of Broward County, Florida who has the responsibility for oversight and management authority of the Facilities and Construction Department and Physical Plant Operations.
8. **Constructability:** Constructability is the organized process of reviewing a project's drawings, specifications and other project documents with a goal of eliminating design, detailing, and specification problems to facilitate a smooth construction process.
9. **Construction Change Directive (CCD):** A Directive given by the Owner for additions or deletions in the scope of work or services when a change is required and time is of the essence.
10. **Contingency Use Directive (CUD):** A CUD is issued and approved by the Owner for the purpose of accounting for unforeseen increases or decreases in the construction cost resulting from unforeseen circumstances relating to Construction.
11. **Construction Contract Documents:** The Contract Documents consist of the Agreement Form, Addenda, Supplementary Conditions, General Conditions, Documents contained in the Project Manual, Drawings, etc.
12. **Contractor:** Any person, firm or corporation with whom a Construction Contract has been awarded by the Owner.
13. **Construction Documents:** The construction documents include all the Design Professional's work product as listed in the Construction Contract. This includes, but is not limited to, specifications, drawings, materials boards.
14. **Consultants:** A person or organization of properly registered professional architects, engineers or other design professionals who has entered an agreement with the Design Professional to furnish professional services in support of the Design Professionals agreement with the Owner.
15. **Design Builder:** The Firm registered and licensed in Florida, who has entered into an Agreement with the School Board of Broward County to provide design and construction phase services.
16. **Design Professional:** The Firm registered and licensed in Florida, who has entered into an Agreement with the School Board of Broward County to provide architectural and/or engineering services
17. **Facilities and Construction Department:** The entity having responsibility for the management of Construction and Maintenance of the School Board of Broward County's facilities.
18. **Final Completion:** The date at which time the Contractor has completed all Work in accordance with the Contract Documents as certified by the Design Professional and/or approved by the Owner. In addition, Final Completion shall not be deemed to have occurred until any and all governmental bodies, boards, entities, etc., which regulate or have jurisdiction of the Work, have inspected, approved and certified the Work. 6

19. **Guaranteed Maximum Price (GMP):** The GMP is the maximum that the Owner shall pay the Contractor for the Work described in the contract documents.
20. **Office of Facilities & Construction:** The Owner's organizational entity which acts as liaison between all Project Participants and the Owner.
21. **Other Contractors:** Any person, firm or corporation with whom a Contract has been made with the Owner for the performance of any work on the site for work which is not a portion the Work covered by the Prime Contractor's Contract.
22. **Owner:** The School Board of Broward County, Florida (SBBC).
23. **Owner's Representative:** The Owner's Representative is The Program Manager.
24. **Phase:** A designated subdivision of the Work, usually with its own requirements for Substantial and Final Completion, and liquidated damages. A Phase may be designated for completion by the Owner's own forces, or by another Owner Contractor.
25. **Physical Plant Operations (PPO):** The entity having responsibility for maintenance services, ground services, Facilities support services, and energy management conservation services for the School Board of Broward County facilities.
26. **Program Manager:** The entity having responsibility for program management services on the School Board of Broward County's Capital Projects.
27. **Project Manager:** An employee of the School Board of Broward County or Program Manager who has responsibility oversight of the management of a capital project from the planning and design phase through construction and closeout.
28. **Project Manual:** The Project Manual contains the Contract Documents and the Design Documents.
29. **Project Schedule:** A logic activity based plan identifying design and construction activities associated with the Project characterized by milestones signifying the required completion dates for design phases, construction progress, and other significant project events culminating with the completion of the project, issuance of warranties Owners occupancy and use of the facility.
30. **Punch List:** A list of items of work required to be completed after substantial completion to achieve final completion.
31. **Subcontractor:** A person or entity having a formal contract with the contractor. A "Subcontractor", does not have a contractual relationship with the Owner.
32. **Sub-subcontractor:** A person or entity having a formal contract with the Subcontractor. A Sub-subcontractor, does not have a contractual relationship with the Owner.
33. **Submittals:** Documents prepared by the Contractor to show how a particular aspect of the Work is to be supplied, fabricated and/or installed. Contractor Submittals include shop drawings, product data, samples, mock-ups, test results, warranties, maintenance agreements, project photographs, record documents, field measurement data, operating and maintenance manuals, reports, certifications and other types of information described in the specifications.
34. **Substantial Completion:** Is when the work is at a stage that the facility can be used for its intended purpose. A Certificate of Occupancy is a prerequisite to obtaining Substantial Completion.
35. **Superintendent of Schools:** The duly appointed executive officer of the Owner authorized to act by and through The School Board of Broward County, Florida.
36. **Superintendent:** An English speaking representative of the Contractor that shall be present on the work site at all times during the projects progress, who is authorized to receive and fulfill instructions from the Owner and the Design Professional and capable of managing the work flow efficiently and safely.
37. **Supplemental Services:** Additional Professional Design Services that may be required.

38. **Surety:** The Entity issuing Bid, Payment and/or Performance Bonds guaranteeing the Contractor's payments and performance, for the duration of the work.
39. **Terminology:** The use of the singular or plural shall apply to both the singular and the plural in all cases. The use of he or she are to be considered genderless and shall apply to both he and she in all cases.
40. **The Project:** All Work necessary to be performed to meet the intent of the Contract Documents. The Project may include construction by the Owner or by separate contractors.
41. **Value Engineering:** Value Engineering (VE) is the organized process of analysis of a project as to cost and/or performance with a focus on analysis of the proposed facility and the elimination or modification of those features which add cost without contributing to that facility's required function or design value.
42. **Written Notice:** Shall be deemed to have been served if delivered in person to the individual or to a member of the Design Professional or to the office of the Design Professional for whom it is intended, or, if delivered or sent by registered mail or other traceable delivery service to the last business address known to the entity serving notice. Refer to Part 5 Article 11, Notice Provisions.
43. **Work:** The totality of the terms, conditions and obligations included in the Contract Documents or by an executed Agreement.

**PART 1 – SCOPE OF SERVICES**

**PART 1 – ARTICLE 1 – Design Professional’s Responsibility**

- 1.1.1. The Design Professional, in representing the Owner, assumes towards the Owner a relationship of the highest trust, confidence, and fair dealings.
- 1.1.2. The Design Professional agrees to obtain and maintain throughout the period of this Agreement all such licenses as are required to do business in the State of Florida and in Broward County, Florida, including, but not limited to, all licenses required by the respective state boards and other governmental agencies responsible for regulating and licensing the professional Services to be provided and/or performed by the Design Professional pursuant to this Agreement.
- 1.1.3. The Design Professional’s designated Principal in Charge shall have full authority to bind and obligate the Design Professional on all matters arising out of or relating to this Agreement. The Design Professional will designate in writing an individual to serve as the Design Professional’s representative. The Representative is authorized and responsible to act on behalf of the Design Professional with respect to directing, coordinating and administering all aspects of the Services to be provided and performed under the Owner’s Authorization to Proceed. By execution of this Agreement, the Design Professional acknowledges that the Representative has full authority to bind and obligate the Design Professional on all matters arising out of or relating to the Authorization to Proceed. The Design Professional agrees that the Principal in Charge and the Representative shall devote whatever time is required to satisfactorily manage the Services to be provided and performed by the Design Professional under the Authorization to Proceed. Further, the Design Professional agrees that the Principal in Charge and the Representatives shall not be removed without Owner’s prior approval, and if so removed, must be immediately replaced with a person acceptable to the Owner, which approval and acceptance shall not be unreasonably withheld.
- 1.1.4. The Design Professional agrees that its staff, consultants and sub-consultants who will perform any Services under this Agreement are subject to Owner’s reasonable approval. For project specific RFQ’s the Attachment B from the RFQ shall be finalized, updated and submitted to the owner within 2 weeks of contract execution. Attachment B is the listing of the Design Professional’s staff, consultants and sub-consultants who have been assigned to provide the services required under this Agreement. The Design Professional further agrees, within fourteen (14) calendar days of receipt of a written request from the Owner, to promptly remove and replace the Representative, or any other personnel employed or retained by the Design Professional, or any consultants or subcontractors or any personnel of any such consultants or sub-consultant engaged by the Design Professional to provide and perform any of the Services pursuant to the requirements of this Agreement. This request may be made by Owner with or without cause. If the Design Professional is required to remove and replace a consultant or subcontractor without cause, an equitable adjustment shall be made to the compensation provided for in any Authorization to Proceed to which such subcontractor or consultant may have been assigned.
  - 1.1.4.1. Note that for Continuing Services, the Design Professional may list more than one (1) primary staff members and more than one (1) of each consultant type on Attachment B for use through the length of the contract.

- 1.1.5. Drawings shall be prepared in electronic AutoCAD format and the Project Manual shall be prepared as an electronic Word document per the Owner's standards found in the online Design Standards.
- 1.1.6. Design Professional acknowledges that the most recent version of the Design Standards as of the date of the ATP shall be utilized for design.
- 1.1.7. In the event of any conflict in these requirements, the Design Professional shall promptly notify the Owner of such conflict in writing and utilize its best professional judgment to resolve the conflict.
- 1.1.8. The Owner's acceptance of any document does not relieve the Design Professional of its obligation to deliver completely and accurately, all documents necessary for the successful completion of the project per the requirements in the Authorization to Proceed.
- 1.1.9. Design Professional agrees, for both itself and all of its consultants and sub-consultants, to comply with Owner's rules and regulations with respect to safety and security at the Owner's facilities.
- 1.1.10. Design Professional expressly acknowledges and agrees that it is responsible for complying with all rules and regulations of the Jessica Lunsford Act. Further, Design Professional shall comply with any rules or regulations implemented by the Owner in order to comply with the Jessica Lunsford Act.
- 1.1.11. The Design Professional endeavors to ensure that no person or consultant will be assigned to work on any work pursuant to this contract that poses any threat or risk of harm to the health, safety or welfare of any student, employee, guest, vendor or property of the Owner.
- 1.1.12. The Owner may have one or more representatives visiting the site of the Project from time to time, or on a full-time basis, and the Design Professional shall not interfere with the functions of said representatives and will cooperate and work with said representatives. No action or failure to act by a representative shall relieve the Design Professional from any of its duties or obligations hereunder.
- 1.1.13. Design Professional shall be responsible for reviewing all geological reports provided by the Owner with respect to the Project. The Design Professional's design documents shall be consistent and coordinated with the information set forth in all such geological reports. In the event the Design Professional has any questions or concerns about the contents of any such reports, the Design Professional shall notify the Owner in writing within 14 days of the Design Professional's receipt of any such geological reports. The Design Professional and Owner will attempt to mutually resolve any such questions or concerns.
- 1.1.14. The Design Professional shall immediately inform the Owner's Project or Program Manager of concerns or issues which become known to the Design Professional during the performance of this Agreement.

**PART 1 – ARTICLE 2 – Services by Design Professional's Consultants**

- 1.2.1 Nothing in this Agreement shall create any contractual relationship between the Owner and the Consultants or Sub-consultants except as specifically noted herein.

- 1.2.2 The Design Professional is at all times liable for any and all negligent acts of omission or commission of its Consultants relating to or regarding this Agreement or the Project which is the subject of this Agreement.
- 1.2.3 The employment of, contract with, or use of the services of any other person or firm by the Design Professional, as independent consultant or otherwise, shall be subject to the prior written approval of the Owner.
- 1.2.4 All of the Design Professional Contracts with the Design Professional Consultants shall be in writing, signed by both parties and shall include the following provision:
  - 1.2.4.1 The Owner shall be recognized as a third-party beneficiary of this Agreement. Should the Owner terminate this Agreement with the Design Professional, the Design Professional shall, upon the Owner's request, obtain assignment of the Consultant's agreement(s) with the Design Professional as elected by the Owner.
  - 1.2.4.2 Each of the Design Professional agreements with a Consultant shall specifically provide that the Owner shall only be responsible to the Consultant for those obligations of the Design Professional that accrue subsequent to the Owner's exercise of its right to take an assignment of such agreement.
    - 1.2.4.2.1 Nothing in the Contract Documents will create a contractual relationship between the Owner and the Consultants unless the Owner elects to accept contingent assignment of the agreement as provided herein.
    - 1.2.4.2.2 In this event, the Consultants shall resolve all disputes involving the Owner in the same manner as provided to the Design Professional in Part 5 Article 6.
- 1.2.5 Design Professional shall not change any Consultant without prior approval by the Owner.
- 1.2.6 All Owner communication and direction will be to the Design Professional. The Owner will not provide direction directly to the Design Professional's Consultants.
- 1.2.7 The Design Professional, not later than five (5) calendar days after the fully executed date of this Agreement, shall re-submit RFQ Attachment B, a finalized list of contact information for Consultants and sub-consultants. For continuing contracts, with each ATP the Design Professional shall update this listing within 10 calendar days of the ATP date.

**PART 1 – ARTICLE 3 – Basic Services**

**1.3.1 Continuing Contracts**

- 1.3.1.1 **NOTE:** For Continuing Contract Agreements, not all assignments will require all components of the Basic Services and as outlined in the Phasing Sequences and Requirements Document (Attachment 2), and as outlined below. The Design Professional shall determine design and construction documentation steps needed for each assignment based on the scope of the assignment, following any particulars defined in the scoping documents. Any questions shall be directed to the Owner's Representative for clarification/resolution and direction.

1.3.2 All Contract types (Including Continuing Contracts)

- 1.3.2.1 Provide complete professional architectural, engineering and/or other professional design services utilizing all necessary personnel, equipment and materials to perform the service Phases as defined by the requirements of the ATP.
- 1.3.2.2 Complete those design services in accordance with the Project Development Schedule as developed by the Design Professional from the Owners original schedule and finalized with Owner concurrence. See Attachment 3 for Owner’s original sample schedule.
- 1.3.2.3 Participate in the Value Engineering reviews at the end of schematic Design and Design Development phases.
  - 1.3.2.3.1 Design Professional shall integrate Owner’s accepted Value Engineering proposals into the documents. If the VE proposals require substantial revisions as determined by the Owner, then these revisions will be considered Supplemental Services (see Attachment 7).
- 1.3.2.4 Participate in the Constructability Reviews at the end of the Construction Documentation phase.
  - 1.3.2.4.1 Design Professional shall integrate the Owner’s accepted constructability review proposals into the documents. If the Constructability Review proposals require substantial revisions as determined by the Owner, then these revisions will be considered Supplemental Services (see Attachment 7).
- 1.3.2.5 Participate in all meetings where the content of the design and construction documents will be coordinated and reconciled, as scheduled during any phase of the project.
- 1.3.2.6 Provide Statement of Probable Construction Costs at the times as identified in the Basic Phasing Document (Attachment 2).
- 1.3.2.7 Provide a Permitting Plan utilizing the sample tracking format as found in Attachment 4.
- 1.3.2.8 The Design Professional shall attend project design review meetings as required for the Project with representatives of the Design Professional’s Consultants throughout the design process, reviewing project budget, scheduling, scope, Consultant’s development and progress, and any special issues related to the continuing progress of the project. The Design Professional shall provide meeting minutes, sketches and other documents as needed to illustrate progress and for the resolution of discussed issues requiring the Owner’s review, comments, input or direction.
- 1.3.2.9 The Design Professional shall attend the project construction meetings as required for the project for the construction phases. The Design Professional shall provide Meeting Minute Commentaries for all noted design related and constructability related issues for resolution as well as for new issues presented in the meeting.
- 1.3.2.10 The Design Professional will immediately investigate any non-conforming or suspect in place work or document issue that is brought to his attention by others or is discovered by the Design Team’s site visits. The Design Professional shall provide written recommendations to the Owner for these types of issues for review and Owner direction. Note that the Contractor shall be required to document all questions in the Request for Information format (RFI).
- 1.3.2.11 The Design Professional shall identify inappropriate plan review rejections, including category, in writing to the Owner within 5 days of receipt.

1.3.3 Standard of Care

- 1.3.3.1 The Owner’s engagement of the Design Professional is based upon the Design Professional’s representations to the Owner that:
  - 1.3.3.2 It is an organization of experienced design professionals, licensed to do business in Florida.

- 1.3.3.3 It is qualified, willing and able to perform the professional design services for the project.
- 1.3.3.4 It has past experience and ability to provide the professional design services for projects of similar size, and scope.
- 1.3.3.5 The Design Professional shall perform its services consistent with the professional skill and care ordinarily provided by design professionals in the same or similar locality under the same or similar circumstances.
- 1.3.3.6 The Design Professional shall perform its services consistent with professional skill and the industries standard of care, throughout the orderly progress of the Project.

1.3.4 Approval of Documents

- 1.3.4.1 The Owner's acceptance of any document does not relieve the Design Professional of its obligation to deliver, complete and accurate, all documents necessary for the successful completion of the project per the requirements in the Authorization to Proceed and shall not be deemed to have the required approval of any authority having jurisdictional review over the project or portions of the project.

**PART 1 – ARTICLE 4 – Maintenance of Records**

- 1.4.1. Design Professional shall keep all records and supporting documentation which concern or reflect its Services hereunder. The records and documentation shall be retained by the Design Professional for seven (7) years from the completion date of the project associated with the Authorization to Proceed, or such period of time as required by law. The Owner, or any duly authorized agents or representatives of the Owner, shall have the right to inspect and copy all such records and documentation as often as they deem necessary during the period of this Agreement and during the period noted above in which the records are to be retained. Such activity shall be conducted at the reasonable convenience of the Design Professional.

**PART 1 – ARTICLE 5 – Contract Process / Procedures**

1.5.1. Continuing Contracts

- 1.5.1.1. The purpose of the project start review is to discuss pending options (if any) for the proposed projects, to establish focus for the design or the design criteria, the project's scheduling needs and the proposed delivery method, seeking the opinion and advice of the Design Professional.
- 1.5.1.2. With Continuing Contracts, preliminary project information will be provided to the Design Professional along with a bullet point agenda of discussion items for review prior to a project start review meeting or conference call. Pending the proposed project scope, the Design Professional's Consultants may be requested for this discussion.
- 1.5.1.3. If necessary, an action plan will be formulated as a result of this project start up review. In some cases an Authorization to Proceed with programming or other special analysis services may be issued as precursors to the start of design.
- 1.5.1.4. When action items have been clearly identified or resolved, the Owner and the Design Professional shall confirm scheduling, any special terms, considerations, the Project construction budget and the Design Professional fee. The design fee to be based upon the Fee Chart and other information as shown in Attachment 6 and then an Authorization to Proceed shall be issued.
- 1.5.1.5. It is mutually understood and agreed that the nature, amount and frequency of the Continuing Contract Services shall be determined solely by Owner and that the Owner does not represent or



guarantee the Design Professional any specific amount of Services will be requested of or required of the Design Professional under this Agreement.

1.5.2. All Contracts (including the Continuing Contract type)

- 1.5.2.1. Services to be provided by the Design Professional shall be in accordance with the Authorization to Proceed, all codes, standards and is permissible. Design Professional shall not provide any Services to the Owner unless they are in receipt of a fully executed Authorization to Proceed. Any Services provided by the Design Professional without a written Authorization to Proceed shall be at the Design Professional's own risk.
- 1.5.2.2. Upon receipt by the Design Professional of the fully executed ATP and a Purchase Order, he agrees to promptly provide the Services required in accordance with the terms of this Agreement.
- 1.5.2.3. The Design Professional shall have no authority to act as the agent of the Owner or to obligate the Owner in any manner whatsoever.
- 1.5.2.4. Each Project, and/or design scope change shall require an Authorization to Proceed.

**PART 2 – DESIGN PROFESSIONAL'S COMPENSATION**

**PART 2 - ARTICLE 1 - Payment**

- 2.1.1. Compensation and the manner of payment of such compensation by the Owner for Services rendered shall be as prescribed in each Authorization to Proceed. The Design Professional agrees to furnish to the Owner, by the 15th day of the following month being invoiced for, or as specified in the Authorization to Proceed, a comprehensive and itemized invoice of charges for the Services performed by the Design Professional during that time period, and for any Owner authorized reimbursable expenses incurred and/or paid by the Design Professional during that time period. The monthly invoice shall be in the Owners format. All such statements shall indicate the Purchase Order Number, a copy of the Authorization to Proceed, and Project Site description (School/Project Name). See Attachment 5.
- 2.1.2. The Design Professional's Service compensation fee shall be an agreed percentage, and shall be based upon the awarded contract amount. The percentage shall be based on the scale as shown on Attachment 6 with the amount identified in the Authorization to Proceed. Fees will be adjusted with project scope changes and construction cost increases approved by the Owner. The Owner provided Project construction cost budget includes all components of the Project and is the fixed dollar limit of the Project unless modified by the Owner.
- 2.1.3. Supplemental Services
  - 2.1.3.1. Refer to Attachment 7 for a listing of potential supplemental services.
- 2.1.4. Payment Process and Requirements
  - 2.1.4.1. The Design Professional shall submit invoices in the Owner's required invoice format as shown in Attachment 5.
  - 2.1.4.2. All Submitted invoices shall attach copies of all referenced ATPs.
  - 2.1.4.3. Design Professional shall submit a monthly MWBE Sub-Consultant Utilization Report with the monthly request for payment, on forms provided by the Owner. Refer to Attachment 10 for mailing address for this document.

- 2.1.4.4. Updated Project Schedule reflecting the Design Professional's scheduled and actual progress with each submitted invoice. ( for continuing contracts refer to the ATP documents for scheduling requirements)
- 2.1.4.5. Payments are due and payable thirty (30) days from receipt of the Design Professional's invoice provided it is accurate and in accord with the requirements of this Agreement.
- 2.1.4.6. Progress payments to the Design Professional may be withheld if documents required by this agreement have not been provided and accepted by the Owner.

2.1.5. Site Adapt Projects – (New Schools)

- 2.1.5.1. It is understood that all School Board of Broward County Professional Service Agreements for design and other services include the provision for the Owner's optional re-use of drawings, specifications and other documents, and that the Design Professional agrees to such reuse in accordance with this provision.
- 2.1.5.2. For each site adapt project reuse the Design Professional shall review the final as-built design of any prior reuse or reuses and shall include all Basic Services rendered under the reuse and incorporate all modifications to the drawings, specifications and other documents resulting from Change-Orders, clarifications provided, Code Inspection corrections made during the prior reuse(s), and modifications normally required to suit the new site. The Owner will provide this information.
- 2.1.5.3. The Site Adapt Fee shall be 30% less than the fee chart for non-adapted design as shown on Attachment 6.
  - 2.1.5.3.1. This does not include preparation of reverse plans, or code revisions if applicable. Substantially differing site conditions will be negotiated.
  - 2.1.5.3.2. Site Adapt Fees Structure does not apply to Continuing Contracts.

**PART 2 - ARTICLE 2 - Reimbursable Expenses**

- 2.2.1 The Owner agrees to reimburse the Design Professional for all necessary and reasonable reimbursable expenses incurred or paid by the Design Professional in connection with the Design Professional's performance of the Services at its direct cost with no markup to the extent such reimbursement is permitted in the Authorization to Proceed. For the purposes hereof, the term "reimbursable expenses" shall be deemed to include the following:
  - 2.2.1.1 All necessary fees paid by the Design Professional to governmental authorities having jurisdiction over any Project specified in an Authorization to Proceed as needed for securing required approval of the Project or any part thereof.
  - 2.2.1.2 Travel expenses incurred or paid by the Design Professional for necessary travel by any principal or employee of the Design Professional outside of Broward County, Florida, in connection with the performance of the Services. Such travel expenses are to be limited to the amounts established by Florida law for travel by employees of Owner (Refer to Florida Statutes chapter 112.061).
  - 2.2.1.3 The direct cost to the Design Professional for copying/reproduction of plans and other documents required in connection with any Project specified in the Authorization to Proceed.
- 2.2.2 The Design Professional shall obtain the prior written approval of the Owner before incurring any of the aforesaid reimbursable expenses, and absent such prior approval, will be deemed non-reimbursable.

- 2.2.3 Engineering or Inspection type of Services or exploratory work are not considered as reimbursable type expenses. These types of services are considered as supplemental, additional services.

**PART 2 - ARTICLE 3 - Waiver of Claims**

2.3.1 Waiver of Claims

- 2.3.1.1. The Design Professional's acceptance of final payment for Services provided under any Authorization to Proceed shall constitute a full waiver of any and all claims by it against the Owner arising out of the Authorization to Proceed or otherwise related to those Services, except those previously made in writing and identified by the Design Professional as unsettled at the time of the payment. Neither the acceptance of the Design Professional's Services nor payment by the Owner shall be deemed to be a waiver of any of the Owner's rights under this agreement, against the Design Professional.

**PART 3 – CONTRACT TIME**

**PART 3 – ARTICLE 1 – Contract Time**

- 3.1.1. All references to time in this contract refers to calendar days.
- 3.1.2. Time is of the essence.
- 3.1.3. Unless otherwise expressly provided for in the Authorization to Proceed: Prior to or within ten (10) days of receiving a written Authorization to Proceed by the Owner to perform the Services, the Design Professional agrees to submit, review and finalize with the Owner, a computer generated schedule outlining the performance of the identified Design Services. The Design Services shall be commenced, performed and completed in accordance with the Authorization to Proceed and the approved Schedule. Time is of the essence with respect to the performance of this Agreement. Refer to Attachment 3 for required schedule format.
- 3.1.4. Should the Design Professional be obstructed or delayed in the prosecution or completion of its services as a result of unforeseeable causes beyond the control of the Design Professional, then the Design Professional shall notify Owner in writing within five (5) calendar days after commencement of such delay, stating the cause or causes thereof. Failure to provide such notice timely will result in the Design Professional rights to a possible time extension being waived. Unforeseeable causes include, but are not restricted to: Acts of God or of public enemy, fire, floods, epidemics, quarantine regulations, strikes or lock-outs, acts of government or Owner Delays.
- 3.1.5. Unless otherwise expressly provided for in the Authorization to Proceed, interruptions, interferences, inefficiencies, suspension or delay in the commencement or progress of the Design Professional's Services from any cause whatsoever, shall not relieve the Design Professional of its duty to perform. If the Design Professional is delayed by items listed above, the Design Professional's remedy will be the right to seek an extension of time to its Schedule and to documented delay costs. If through no fault and neglect of the Design Professional, the services to be provided hereunder have been delayed for a total of six months, the

Design Professional's compensation shall be reasonably negotiated accordingly, with respect to those services that have not yet been performed.

- 3.1.6. Should the Design Professional fail to commence, provide, perform or complete any of the Services to be provided hereunder in a timely manner, in addition to any other rights or remedies available to the Owner hereunder, the Owner may withhold any payments due and owing to the Design Professional related to the delay until such time as the Design Professional provides a satisfactory Recovery Schedule and resumes performance of its obligations hereunder in such a manner so as to establish to the Owner's satisfaction that the Design Professional's performance is or will shortly be back on schedule.

**PART 3 - ARTICLE 2 - Contract Duration**

3.2.1 For Continuing Contracts Only

3.2.1.1 Notwithstanding anything herein to the contrary, after the initial Contract Term, this Agreement shall be subject to annual renewal by the Owner at its sole discretion. The Owner shall send written notice thereof to the Design Professional at least ten (10) days prior to the annual anniversary date of the Agreement advising in regards to its renewal. If the Owner fails to send said written nonrenewal notice as herein provided, Owner shall be deemed to have elected to renew this Agreement. In the event the Owner sends a written nonrenewal notice, the Owner shall designate therein as to how any Services under any still outstanding Authorization to Proceed are to be handled, which directions may provide for either the termination or continued performance of any such Services. If the Owner directs the Design Professional to continue to perform any such Services, the Design Professional shall continue performance of such Services in accordance with the Owner's directions and this Agreement and the applicable Authorizations to Proceed.

3.2.2 For all other Contract Types

3.2.2.1 The Term of this Agreement shall start upon its execution by the parties hereto and shall extend through completion of the one year warranty period, except as may be otherwise agreed to in writing.

- 3.2.3 Time Extensions: A reasonable extension of time for completion of various Phases may be granted by the Owner should there be a delay on the part of the Owner in fulfilling its obligations under this Agreement.

**PART 4 – OWNER'S RESPONSIBILITIES**

**PART 4 – ARTICLE – 1 - Miscellaneous**

4.1.1 For each Authorization to Proceed, the Owner shall designate in writing the Project Manager to act as the Owner's representative with respect to the Services to be rendered under the Authorization to Proceed.

4.1.1.1. The Project Manager shall have authority to transmit instructions, receive information, interpret and define the Owner's decisions with respect to the Design Professional's Services under the Authorization to Proceed.

4.1.1.2. The Project Manager is not authorized to issue any verbal or written orders or instructions to the Design Professional that would have the effect, or be interpreted to have the effect, of modifying or changing in any way whatsoever the:

- 4.1.1.2.1. The Scope of Services to be provided and performed by the Design Professional as set forth in the Authorization to Proceed.
  - 4.1.1.2.2. The time the Design Professional is obligated to complete all such Services as set forth in the Authorization to Proceed or in the Project Development Schedule submitted and approved pursuant to this Agreement.
  - 4.1.1.2.3. The amount of compensation the Owner is obligated or committed to pay the Design Professional as set forth in the Authorization to Proceed.
  - 4.1.1.2.4. Any additional services or change in Project scope or time shall be issued in an Authorization to Proceed prior to the starting of a new service activity.
- 4.1.2. The Owner shall consult with the Design Professional and provide the Owner's contemplated design objectives, general scope of work and budget constraints and criteria, including educational specification, facilities lists, any special or specific space requirements and relationships, flexibility and expandability requirements, special equipment and site requirements that are reasonably necessary for the Design Professional to perform its services.
- 4.1.3. As applicable and when required, the Owner shall furnish a legal description and a certified land survey of the Site. The Owner shall supply the certified land survey in hardcopy and electronic media formats. The certified land survey shall provide boundary dimensions, locations of any existing structures and trees, the grade and line of street, pavement and adjoining properties, the rights, restrictions, easements, boundaries, topographic data and information relative to sewer, water, gas and electrical services.
- 4.1.4. As applicable and when required, the Owner shall furnish third party test reports such as those from soils engineers or other consultants. These may include: test borings, test pits, soil bearing values, percolation tests, air and water pollution tests, ground corrosion and resistivity tests, including necessary operations for determining subsoil, air and water conditions, tests for hazardous materials, chemical, mechanical, structural or other tests with reports and appropriate professional recommendations. This Owner provided technical information may be relied upon by the Design Professional. Any issues or concerns with the provided information shall be brought to the Owners attention in writing prior to the use of the provided information.
- 4.1.5. The Owner shall furnish a Construction Budget which is the portion of the Project Budget allocated for the entire cost of the project (including design fees, construction, FF&E, owner contingencies, etc.).
- 4.1.6. The Owner, for existing facilities and where available, shall provide as-built and other documents from the time of the original construction of the Facility. These documents however are not warranted to represent the current existing conditions. The Design Professional shall perform non-destructive field investigations as necessary to obtain sufficient information to perform services. If necessary destructive testing can be performed with the Owner's prior approval. Demolition and repairs associated with destructive testing shall be compensated as a supplemental service. The Owner does encourage the use of destructive test techniques to retrieve accurate information that can be utilized by the Design Professional to clearly indicate the existing conditions and incorporated the information into the Contract Documents.
- 4.1.7. The Owner shall electronically furnish the Bidding Requirements, Contracting Requirements, and Division 1 Specification Sections that will be integrated into the Bid Package prepared by the Design Professional at the appropriate stage.

- 4.1.8. The Owner shall arrange and pay for the required advertisements for bids.
- 4.1.9. The Design Professional, when directed by the Owner, will issue electronic documents to the selected printing companies from whom the bidders will purchase the Bid documents. The Design Professional will develop, review with the Owner and then produce and issue to the Owner for distribution any addenda as required.
- 4.1.10. The Owner shall arrange for access to and make all provisions for the Design Professional to enter the site set forth in the Authorization to Proceed to perform the Services to be provided by the Design Professional under this Agreement. The Design Professional acknowledges that such access may be provided during times that are not the normal business hours of the Design Professional.
- 4.1.11. Wherever the terms of this Agreement refer to an action, consent, or approval to be provided by the Owner or some notice, report or document is to be provided to the Owner, such reference to "Owner" shall mean Owner's designee, unless otherwise stated.

## **PART 5 – TERMS AND CONDITIONS**

### **PART 5 – ARTICLE 1 – Miscellaneous**

- 5.1.1. Unless the content of the Agreement otherwise clearly states, references to the plural include the singular, the term "including" is not limiting and the terms "hereof," "herein," "hereunder" and similar terms in this Agreement refer to this Agreement as a whole and not to any particular provision of this Agreement.
- 5.1.2 The use of gender in this agreement is inter-changeable for both male and female in all instances.

### **PART 5 – ARTICLE 2 – Liability**

- 5.2.1 This section shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.
- A. By SBBC: SBBC agrees to be fully responsible up to the limits of Section 768.28, Florida Statutes, for its acts of negligence or its employees' acts of negligence when acting within the scope of their employment and agrees to be liable for any damages resulting from said negligence.
  - B. By Design Professional: Design Professional agrees to indemnify and hold harmless and defend SBBC, its servants and employees from any and all claims, judgments, costs, and expenses including, but not limited to, reasonable attorney's fees, reasonable investigative and discovery costs, court costs and all other sums which SBBC, its servants and employees may pay or become obligated to pay on account of any claim or action founded thereon, arising or to have arisen out of the products, or services furnished by Design Professional, its consultants, or employees; the Design Professional, its consultants or employees while on premises owned or controlled by SBBC; or the negligence of Design Professional or the negligence of Design Professional's agents when acting within the scope of their employment, whether such claims, judgments, costs and expenses be for damages, damage to property including SBBC's property, and injury or death of any person whether employed by Design Professional, SBBC or otherwise.

**PART 5 – ARTICLE 3 – Insurance**

- 5.3.1. During the term of this Agreement the Design Professional shall provide, pay for, and maintain, with companies satisfactory to the Owner, the types of insurance described herein.
- 5.3.2. The Authorization to Proceed shall not be issued until the Insurance Certificates have been submitted and reviewed and accepted by the Owner.
- 5.3.3. All insurance shall be with companies duly authorized to do business in the State of Florida.
- 5.3.4. Certificates and policies shall contain provisions that thirty (30) days written notice by registered or certified mail shall be given to the Owner of any cancellation, intent not to renew.
- 5.3.5. The Design Professional shall also notify the Owner, in a like manner and within twenty-four (24) hours after receipt, of any notices of expiration, cancellation, non-renewal or material change in coverage or limits received by the Design Professional from its insurer, and nothing contained herein shall relieve the Design Professional of this requirement to provide notice.
- 5.3.6. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida. All insurance companies providing policies required under this Agreement shall have an “A”-rating and a financial rating of no less than VI in the current A.M. Best Manual OR hold a Moody’s Investors Service Financial Strength of “Aa3” or better (See additional requirements in Section 8.1.5 of this Article).
- 5.3.7. All insurance policies required under this Agreement (except Professional Liability Insurance) shall be endorsed to be primary of all other valid and collectable coverages maintained by the Owner. The Owner shall be named as an additional insured under the General Liability policy.
- 5.3.8 All insurance policies required by this Agreement shall include the following provisions and conditions by their endorsement to the policies.
  - 5.3.8.1 The term “The School Board of Broward County, Florida” shall include the Broward County School Board, a body corporate, the Broward County Public School System and all Authorities, Boards, Bureaus, Commissions, Divisions, Departments and offices thereof and individual members and employees thereof in their official capacity, and/or while acting on behalf of the Broward County School Board.
  - 5.3.8.2 All insurance policies, other than the Professional Liability policy and the Workers Compensation policy, provided by the Design Professional to meet the requirements of this Agreement shall name The School Board of Broward County, Florida, as that name is defined in subparagraph 11.4.1, above, as an additional insured as to the operations of Design Professional under the Contract Documents and shall contain a severability of interests provisions.
- 5.3.9 The Certificates of Insurance, which are to be provided pursuant to paragraph above, must identify the specific project name, as well as the site location and address.
- 5.3.10 All insurance policies (except Professional Liability Insurance) to be provided by the Design Professional pursuant to the terms hereof must expressly state that the insurance company will accept service of process in Broward County, Florida and that the exclusive venue for any action concerning any matter under those policies shall be in the appropriate state court situated in Broward County, Florida.

5.3.11 Design Professional, its Consultants and the Owner shall waive all rights against each other for damages covered by insurance to the extent insurance proceeds are paid and received by the Owner, except such rights as they may have to the proceeds of such insurance held by any of them.

5.3.12 The amounts and types of insurance shall conform to the minimum requirements listed below with the use of Insurance Services Office (ISO) forms and endorsements or broader where applicable. If Design Professional has any self-insured retentions or deductibles under any of the below listed minimum required coverages, Design Professional must identify on the Certificate of Insurance the nature and amount of such self-insured retentions or deductibles and provide satisfactory evidence of financial responsibility for such obligations. All self-insured retentions or deductibles will be Design Professional's sole responsibility.

5.3.12.1 Worker's Compensation and Employers Liability Insurance

5.3.12.1.1 Shall be maintained by Design Professional during the term of this Agreement for all employees engaged in the work under this Agreement in accordance with the laws of the State of Florida. The amount of such insurance shall not be less than:

Workers' Compensation: Florida Statutory Requirements

Employers Liability:	\$500,000.00	Limit Each Accident
	\$500,000.00	Limit Disease Aggregate
	\$500,000.00	Limit Disease Each Employee

5.3.12.1.2 The insurance company shall waive its Rights of Subrogation against Owner.

5.3.12.2 Commercial General Liability Insurance

5.3.12.2.1 Shall be written on an "occurrence" basis, and shall be maintained by Design Professional. Coverage, as provided by 1986 (or later) ISO commercial general liability form, shall include, but not be limited to, Bodily Injury, Contractual for this Agreement, Independent Contractors, Broad Form Property Damage, Personal Injury and Fire Legal Liability Coverage's. If Design Professional provides any construction work, it must also include Products & Completed Operations, with the Completed Operations Coverage maintained for this Project for not less than five (5) years following completion and acceptance by Owner. Limits of coverage shall not be less than the following for Bodily Injury, including Death, Property Damage and Personal Injury Combined Single Limits:

General Aggregate	\$ 2,000,000.00
Products – Completed Operations Aggregate	\$ 2,000,000.00
Personal and Advertising Injury	\$ 1,000,000.00
Each Occurrence	\$ 1,000,000.00
Fire Damage (Any One Fire)	\$50,000.00
Medical Expenses per Person	\$5,000.00
Site Contract Specific Project Aggregate Limits	\$ same as above

5.3.12.2.2 The aggregate limits shall be separately applicable to this Project through the use of an endorsement approved by Owner. Applicable deductibles or self-insured retention, not to exceed \$50,000.00, shall be the sole responsibility of Design Professional.

5.3.12.3 Automobile Liability Insurance

5.3.12.3.1 Shall be maintained by Design Professional as to Ownership, maintenance, and use, including loading and unloading, of all owned, non-owned, leased or hired vehicles with limits of not less than:



Bodily Injury, including  
Death & Property Damage  
Liability

\$1,000,000.00 Combined Single  
Limit Each Accident

5.3.12.4 Umbrella Liability Insurance or Excess Liability Insurance

5.3.12.4.1 Shall not be less than \$1,000,000.00 each occurrence and aggregate. Coverage shall be excess of the Employers Liability, Commercial General Liability and Automobile Liability coverages required herein and shall include all coverages on a “following form” basis. Coverage shall drop down as primary on the exhaustion of any aggregate limit. The aggregate limits shall apply separately to this Project, and the specific project aggregate limits shall be evidenced by the use of an endorsement approved by Owner.

5.3.12.5 Professional Liability Insurance

5.3.12.5.1 Shall be maintained by the Design Professional insuring its legal liability arising out of the negligent performance of professional services under this Agreement. Such insurance shall have the following limits:

5.3.12.5.1.1 Projects require a practice policy with a per claim/annual aggregate in accordance with the specifications delineated below relative to the cumulative construction value of all projects:

- A. One Million (\$1,000,000) Dollars on a per claim/One Million (\$1,000,000) Dollars annual aggregate basis for Project Consultants whose cumulative construction value for all Board contracts is less than Five Million (\$5,000,000) Dollars.
- B. One Million (\$1,000,000) Dollars on a per claim/Three Million (\$3,000,000) Dollars annual aggregate basis for Project Consultants whose cumulative construction value for all Board contracts is between Five Million One (\$5,000,001) Dollars to Ten Million (\$10,000,000) Dollars.
- C. One Million (\$1,000,000) Dollars on a per claim/Five Million (\$5,000,600) Dollars annual aggregate basis for Project Consultants whose cumulative construction value for all Board contracts is greater than Ten Million One (\$10,000,001) Dollars.

5.3.12.5.2 The Design Professional waives its right of recovery against the Owner as to any claims under this insurance. Any deductible or self-insured retention applicable to any claim shall be the sole responsibility of the Design Professional and shall not be greater than \$50,000.00 each claim. The Design Professional must continue this coverage for a period of not less than five (5) years after the completion of its services to the Owner. The policy retroactive date will always be prior to the date services were first performed by the Design Professional for the Owner, and the date will not be moved forward during the term of this Agreement and for 5 years thereafter. The Design Professional shall promptly submit Certificates of Insurance providing for an unqualified written notice to the Owner of any cancellation of coverage or reduction in limits, other than the application of the aggregate limits provision. In addition, as provided in paragraph 9.1 of this Agreement, the Design Professional shall also notify the Owner by certified mail, within twenty-four (24) hours after receipt, of any notices of expiration, cancellation, non-renewal or material change in coverages or limits received by the Design Professional from its insurer. In the event of more than a twenty percent (20%) reduction in the aggregate limit of any policy, the Design Professional shall immediately take steps to have the aggregate limit reinstated to the full extent permitted under such policy.

The Design Professional shall promptly submit a certified, true copy of the policy and any endorsements issued or to be issued on the policy if requested by Owner.

5.3.12.6 Valuable Papers

5.3.12.6.1 The Design Professional shall purchase valuable papers and records coverage for plans, specifications, drawings, reports, maps, books, blueprints, and other printed documents in an amount sufficient to cover the cost of recreating or reconstructing valuable papers or records utilized during the term of this Agreement.

5.3.13 The Design Professional agrees to provide the following information when requested by the Owner:

5.3.13.1 Current policy limits.

5.3.13.2 Current deductibles/self-insured retention.

**PART 5 – ARTICLE 4 – Applicable Law**

5.4.1. Unless otherwise specified, this Agreement shall be governed by the laws, rules, and regulations of the State of Florida, and by the laws, rules, and regulations of the United States when providing Services funded by the United States government.

5.4.2. Any litigation between the parties hereto, whether arising out of any claim or arising out of this Agreement or any breach thereof, shall be brought forward, in the appropriate State courts of the State of Florida's Judicial Circuit in and for Broward County, Florida.

**PART 5 – ARTICLE 5 – Equal Employment Opportunity/Nondiscrimination/MWBE/LDB**

5.5.1 The parties agree that no person shall be subjected to discrimination because of age, race, color, disability, gender identity, gender expression marital status, national origin, religion, sex or sexual orientation in the performance of the parties' respective duties, responsibilities and obligations under this Agreement.

5.5.2 The Design Professional shall comply with the Owner's current M/WBE policies and procedures. The Design Professional's M/WBE goal for this Contract is 25 percent. The Design Professional shall submit the form attached as Attachment 10, a monthly report to the Supplier Diversity and Outreach Program concerning the status of all payments owed and paid by the Design Professional to its various M/WBE consultants.

**PART 5 – ARTICLE 6 – Dispute Resolution**

5.6.1. Prior to the initiation of any action or proceeding permitted by this Agreement to resolve disputes between the parties, the parties shall make a good faith effort to resolve any such disputes by negotiation. The negotiation shall be attended by representatives of the Design Professional with full decision-making authority and by the Owner's staff person who would make the presentation of any settlement reached during negotiations to the Owner's board for approval. Failing resolution, and prior to the commencement of depositions in any litigation between the parties arising out of this Agreement, the parties shall attempt to resolve the dispute through Mediation before an agreed-upon Circuit Court Mediator certified by the State of Florida. The mediation shall be attended by representatives of the Design Professional with full decision-making authority and by the Owner's staff person with full decision-making authority to reach a settlement. Should either party fail to submit to mediation as required hereunder, the other party may obtain a court order requiring mediation under Florida Statutes section 44.102.

**PART 5 – ARTICLE 7 – Securing Agreement/Public Entity Crimes**

- 5.7.1. The Design Professional warrants that the Design Professional has not employed or retained any company or person, other than a bona fide employee working solely for the Design Professional, to solicit or secure this Agreement and that the Design Professional has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for the Design Professional, any fee, commission, percentage, gift or any other consideration contingent upon or resulting from the award or making of this Agreement.
- 5.7.2. By its execution of this Agreement, the Design Professional acknowledges that it has been informed by the Owner of the terms of Section 287.133(2)(a) of the Florida Statutes which read as follows:  
"A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with the public entity for the construction or repair of a public building or public work, may not submit bids, proposals, or replies on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list."

**PART 5 – ARTICLE 8 – Ownership and License of Documents and Intellectual Property**

- 5.8.1. All records, documents, drawings, notes, tracings, plans, computer aided design (CAD) files, specifications, maps, models, presentations, evaluations, reports and other technical data, and schematics prepared or developed by the Design Professional, or otherwise provided to the Owner, pursuant to this Agreement shall be Project Specific Documents. To the extent they have any such rights, the Design Professional and its consultants shall retain all common law, statutory and other reserved rights, including copyrights, in the Project Documents.
- 5.8.2. The Design Professional shall obtain from each of the Design Professional's Consultants (jointly the Design Professional's Consultants) either an assignment from the Consultant to the Owner of all common law, statutory and other reserved rights, including copyrights and performance rights, in and to all Project Documents in which the Consultant has or may have such rights, or an unlimited, worldwide, perpetual, irrevocable, fully-paid-up license from the Design Professional's Consultants to the Owner, granting the Owner the right to reproduce, create derivatives of, distribute, and use all Project Documents in which the Design Professional's Consultant has or may have any rights.
- 5.8.3. The Design Professional and his Consultants shall grant, and hereby does grant, the Owner an unlimited, non-exclusive, license to reproduce, create derivatives of, distribute, perform, publish and otherwise use all Project Documents in which the Design Professional has or may have any rights.
- 5.8.3.1. As reasonably necessary for archival, safety, and disaster recovery purposes.
- 5.8.3.2. For submission or distribution, as the Owner reasonably determines is prudent or proper, to meet official regulatory requirements, or for similar purposes, in connection with this Project.
- 5.8.3.3. For constructing, completing, reconstructing, repairing, renovating, altering, adding to, maintaining, occupying, and otherwise using the Project.

- 5.8.3.4. For the planning, design, construction, reconstruction, repair, renovation, alteration, use, occupancy, and maintenance of other structures and projects all at the Owners own risk.
- 5.8.3.5. Design, commission, and create architectural works that are derivatives of or substantially similar to this Project or any architectural work portrayed in any version of any Project Document.
- 5.8.3.6. To use, reproduce, make derivatives of, publish, perform, distribute copies of, and otherwise use any architectural or other works created, authored, or provided by Design Professional or Design Professional's Consultants pursuant to this Agreement, for marketing, promotional, advertising, ordinary business, and educational purposes, in any medium.
- 5.8.3.7. The Design Professional hereby consents to any use of any and all Project Documents by any replacement Design Professionals, retained by the Owner; however, the Design Professional shall not be liable for any portion of the reuse project and the Owner agrees the reuse is at Owner's risk and to indemnify and hold Design Professional harmless from any liability in regards to the reuse Project.

**PART 5 - ARTICLE 9 - Project Termination or Suspension**

**5.9.1 Continuing Contracts**

5.9.1.1 If this Agreement is a "Continuing Contract" it is agreed that either party hereto shall at any and all times have the right and option to terminate this Agreement by giving to the other party not less than sixty (60) days prior written notice of such termination. Upon this Agreement being so terminated by either party hereto, neither party hereto shall have any further rights or obligations under this Agreement subsequent to the date of termination, except that Services specified to be performed under previously issued Authorizations to Proceed, shall proceed to completion under the terms of this Agreement.

**5.9.2 All Contract types and Continuing Contracts**

5.9.2.1 The Design Professional shall be considered in material default of this Agreement and such default will be considered cause for the Owner to terminate this Agreement and any Authorization to Proceed in effect, in whole or in part, as further set forth herein, for any of the following reasons:

- 5.9.2.1.1 Failure to begin work under the Agreement within the times specified under the Authorization to Proceed.
- 5.9.2.1.2 Failure to timely perform the Services to be provided hereunder or as directed by the Owner.
- 5.9.2.1.3 The bankruptcy or insolvency or a general assignment for the benefit of creditors by the Design Professional or by any of the Design Professional's principals, partners, officers or directors.
- 5.9.2.1.4 Failure to obey State education laws; ordinances; regulations; relative to the Contract.
- 5.9.2.1.5 Otherwise materially breaches this Agreement.

5.9.2.2 The Owner may so terminate this Agreement, in whole or in part, with or without cause, by giving the Design Professional five (5) calendar days written notice.

5.9.2.3 If, after notice of termination of this Agreement for cause, it is determined for any reason that the Design Professional was not in default, or that its default was excusable, or that the Owner

otherwise was not entitled to the remedy against the Design Professional provided for, then the notice of termination given shall be deemed to be the notice of termination without cause and the Design Professional's remedies against the Owner shall be limited to that portion of the Design Professional's compensation earned through the date of termination, for any Authorization to Proceed so cancelled, together with and any costs reasonably incurred by the Design Professional that are directly attributable to the termination, but the Design Professional shall not be entitled to any other or further recovery against the Owner, including, but not limited to, anticipated fees or profit on Services not required to be performed.

- 5.9.2.4 Upon termination, the Design Professional shall deliver to the Owner all papers, records, documents, Auto CAD files, drawings, calculations, models, and other materials in the Design Professional's possession or control arising out of or relating to this Agreement. Note that this is billable time.
- 5.9.2.5 The Owner shall have the authority to suspend all or any portions of the Services to be provided by the Design Professional hereunder upon giving the Design Professional five (5) calendar days prior written notice of such suspension. If all or any portion of the Services to be rendered hereunder are so suspended and then resumed, the Design Professional shall be granted an extension of time to resume the project and to perform the work and increased costs associated with the project restart will be required to be agreed upon.

**PART 5 - ARTICLE 10 - Conditions**

- 5.10.1 Compliance with Laws: Each party shall comply with all applicable federal and state laws, codes, rules and regulations in performing its duties, responsibilities and obligations pursuant to this Agreement.
- 5.10.2 Governing Law and Venue: This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. Any controversies or legal problems arising out of this Agreement and any action involving the enforcement or interpretation of any rights hereunder shall be submitted to the jurisdiction of the State courts of the Seventeenth Judicial Circuit of Broward County, Florida.
- 5.10.3 Entirety of Agreement: This document incorporates and includes all prior negotiations, correspondence, conversations, agreements and understandings applicable to the matters contained herein and the parties agree that there are no commitments, agreements or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, the parties agree that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written.
- 5.10.4 Binding Effect: This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.
- 5.10.5 Assignment: Neither this Agreement or any interest herein may be assigned, transferred or encumbered by any party without the prior written consent of the other party. There shall be no partial assignments of this Agreement including, without limitation, the partial assignment of any right to receive payments from SBBC.

- 5.10.6 Incorporation by Reference: Attachments and Exhibits attached hereto and referenced herein shall be deemed to be incorporated into this Agreement.
- 5.10.7 Severability: In the event that any one or more of the sections, paragraphs, sentences, clauses or provisions contained in this Agreement is held by a court of competent jurisdiction to be invalid, illegal, unlawful, unenforceable or void in any respect, such shall not affect the remaining portions of this Agreement and the same shall remain in full force and effect as if such invalid, illegal, unlawful, unenforceable or void sections, paragraphs, sentences, clauses or provisions had never been included herein.
- 5.10.8 Preparation of Agreement: The parties acknowledge that they have sought and obtained whatever competent advice and counsel as was necessary for them to form a full and complete understanding of all rights and obligations herein and that the preparation of this Agreement has been their joint effort. The language agreed to herein express their mutual intent and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than the other.
- 5.10.9 Amendments: No modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by each party hereto.
- 5.10.10 Waiver: The parties agree that each requirement, duty and obligation set forth herein is substantial and important to the formation of this Agreement and, therefore, is a material term hereof. Any party's failure to enforce any provision of this Agreement shall not be deemed a waiver of such provision or modification of this Agreement unless the waiver is in writing and signed by the party waiving such provision. A written waiver shall only be effective as to the specific instance for which it is obtained and shall not be deemed a continuing or future waiver.
- 5.10.11 Force Majeure: Neither party shall be obligated to perform any duty, requirement or obligation under this Agreement if such performance is prevented by fire, hurricane, earthquake, explosion, wars, sabotage, accident, flood, acts of God, strikes, or other labor disputes, riot or civil commotions, or by reason of any other matter or condition beyond the control of either party, and which cannot be overcome by reasonable diligence and without unusual expense ("Force Majeure"). In no event shall a lack of funds on the part of either party be deemed Force Majeure.
- 5.10.12 Survival: All representations and warranties made herein, indemnification obligations, obligations to reimburse SBBC, obligations to maintain and allow inspection and audit of records and property, obligations to maintain the confidentiality of records, reporting requirements, and obligations to return public funds shall survive the termination of this Agreement.
- 5.10.13 Contract Administration: SBBC has delegated authority to the Superintendent of Schools or his/her designee to take any actions necessary to implement and administer this Agreement. The Office of Facilities and Construction's assigned Project Manager is the Owner's Representative.
- 5.10.14 Conflict of Interest: The Design Professional represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of Services required

hereunder. The Design Professional endeavors to ensure that no persons having any conflicting interest shall be employed to perform any Services.

**PART 5 - ARTICLE 11 - Notice Provisions**

5.10.1 When any of the parties desire to give notice to the other, such notice must be in writing, sent by U.S. Mail, postage prepaid, addressed to the party for whom it is intended at the place last specified; the place for giving notice shall remain such until it is changed by written notice in compliance with the provisions of this paragraph. For the present, the Parties designate the following as the respective places for giving notice:

- To SBBC: Superintendent of Schools  
The School Board of Broward County, Florida  
600 Southeast Third Avenue  
Fort Lauderdale, Florida 33301
  
- With a Copy to: Office of the Chief Facilities Officer  
600 SE 3 Avenue  
Fort Lauderdale, FL 33312  
Attn: Leo Bobadilla  
Chief Facilities Officer
  
- With a Copy to: Office of Facilities and Construction  
3775 SW 16<sup>th</sup> St  
Fort Lauderdale, FL 33312  
Attn: Shelley N. Meloni  
Director, Pre-Construction Office of Facilities and Construction
  
- To Design Professional: *Insert Name and Address Provided by Other Party*
  
- With a Copy to: *Insert Name and Address Provided by Other Party*

**END OF TERMS / CONDITION / REQUIREMENTS**

**IN WITNESS WHEREOF**, the Parties hereto have made and executed this Agreement on the date first above written. Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all.

***[Please note that The School Board elects a new Chair each November.***

***When developing contracts in the latter part of each year  
prior to the election of a new Chair, it is recommended that  
no name be typed under the Chair's signature line***

*and that only the title "Chair" be listed]*

FOR SBBC

(Corporate Seal)

THE SCHOOL BOARD OF BROWARD  
COUNTY, FLORIDA

By \_\_\_\_\_

ATTEST:

Chair

\_\_\_\_\_

Approved as to Form and Legal Content:

Robert W. Runcie, Superintendent of Schools

\_\_\_\_\_

Office of the General Counsel

*[If the other party is a corporation or governmental agency, use this signature page]*

FOR *[Insert Name Here]*

(Corporate Seal)

*Insert Full Legal Name of the Corporation,  
Agency or Other Legal Entity*

ATTEST:

The School Board of Broward County, Florida  
Attach C – Sample Contract Agreement for Professional Services  
Revised 11/30/15



By \_\_\_\_\_

\_\_\_\_\_  
, Secretary

-or-

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

**The Following Notarization is Required for Every Agreement Without Regard to  
Whether the Party Chose to Use a Secretary’s Attestation or Two (2) Witnesses.**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of

\_\_\_\_\_, 20\_\_ by \_\_\_\_\_ of

Name of Person

\_\_\_\_\_, on behalf of the corporation/agency.

Name of Corporation or Agency

He/She is personally known to me or produced \_\_\_\_\_ as identification and  
did/did not first take an oath.                      Type of Identification

My Commission Expires:

\_\_\_\_\_

Signature – Notary Public

\_\_\_\_\_

(SEAL)

Printed Name of Notary

\_\_\_\_\_

Notary’s Commission No.

***[If the other party is an individual person, use this signature page]***

**FOR [Insert Name Here]:**

\_\_\_\_\_

Witness

\_\_\_\_\_

Signature

\_\_\_\_\_

Witness

\_\_\_\_\_

Printed Name

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by \_\_\_\_\_  
Insert Name Here

who is personally known to me or who produced \_\_\_\_\_ as  
Type of Identification

identification and who did/did not first take an oath this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_.

My Commission Expires:

\_\_\_\_\_  
Signature – Notary Public

\_\_\_\_\_  
Notary's Printed Name

(SEAL)

\_\_\_\_\_  
Notary's Commission No.

## Identified Codes Regulations and Standards

### General Notes:

1. The listing below, may or may not contain all of the potential Project Design Criteria for a Project.
2. The Design Professional shall identify any and all codes, regulations and guidelines required for the Project.
3. The Design Professional shall resolve any conflicts encountered between any of the codes, regulations and guidelines.
4. The Design Profession shall advise the Owner in writing immediately upon the discovery of a conflict.
5. Projects shall be designed to the requirements of the following List of Design Criteria unless notified by the owner otherwise.

### List of Design Criteria:

1. SBBC Design and Material Standards
2. SBBC Design Criteria
3. Florida Building Code (FBC) (latest edition)
4. Florida Fire Prevention Code (latest edition)
5. National Electrical Code (NEC)
6. Florida Department of Education, Office of Educational Facilities-State Requirements for Educational Facilities (SREF) as referenced in
7. Bureau of Elevators of the Department of Business Regulation according to Chapter 399 of the Florida Statutes.
8. Site design shall comply with "Crime Prevention through Environmental Design principles. (CPTED)
9. City Zoning requirements

10. Building setbacks requirements shall be set by the most stringent of:
  - Florida Building Code -Section 423,
  - SREF
  - local authorities having jurisdiction.
  
11. Site and building drainage shall be in compliance with:
  - FBC,
  - BCDPEP,
  - SFWM, and all other applicable regulations.
  - DERM
  
11. Americans with Disabilities Act and Accessibility Guidelines (ADAAG).
  
12. Florida Department of Community Affairs-Florida Accessibility Code for Building Construction (FACBC).
  
13. ANSI Standard S12.60-2002, Acoustical Performance Criteria, Design Requirements and Guidelines for Schools.
  
14. Comply with Florida Standard for Radon-Resistant New Commercial Building Construction. (Department of Health Bureau of Environmental Toxicology Radon and Indoor Air)
  
15. EPA Handbook for Sub-Slab Depressurization for Low Permeability Fill Material. (Department of Health Bureau of Environmental Toxicology Radon and Indoor Air)
  
16. Underwriters Laboratories UL-790 and ASTM E-108 requirements for Class A fire rating for roof coverings.
  
17. The glazing Maximum Solar Heat Gain Coefficient (SHGC) is based upon the minimum and optimized levels of energy performance for the entire building project subject to the mandatory and prescriptive requirements of ASHRAE/IESNA Standard 90.1-2007.
  
18. maneuvering clearances at doors to comply with:
  - FBC
  - SREF requirements
  
19. LEED for Schools v3.0 rating system, and all referenced codes as stated therein.
  
20. Wind loading design pressures
  - FBC for High Velocity Hurricane Zones (HVHZ) (ASCE 7)

- FBC Section 423 for EHPA enclosures
- Miami Dade NOA

21. Comply with all the various agencies with jurisdiction on the site.
22. Florida Department of Transportation (FDOT). Where applicable
23. Utility Company Regulations
24. Other

**The School Board of Broward County**

**Professional Services Agreement**

**PSA ATTACHMENT 2**

**BASIC DESIGN PHASING REQUIREMENTS**

**TABLE OF CONTENTS**

**1.0 Project Start..... 3**

**2.0 Pre-Design..... 3**

**3.0 Pre-Design Review Meeting..... 4**

**4.0 Conceptual Design..... 5**

**5.0 Concept Design Review Meeting..... 6**

**6.0 Schematic Design..... 6**

**7.0 Design Development..... 10**

**8.0 Design Development Package - Submittal Requirements..... 16**

**9.0 Construction Documents Development – 90% complete..... 17**

**10.0 Jurisdictional Plan Approvals..... 18**

**11.0 Construction Documents Submittal – 100%..... 19**

**12.0 Bidding and Award of Contract..... 21**

**13.0 Administration of the Construction Contract..... 22**

**14.0 Design Change Management..... 26**

**15.0 Cost Management Responsibilities..... 27**

**16.0 Substantial Completion..... 27**

**17.0 Warranty Administration..... 28**



**1.0 Project Start**

- 1.1 The Design Professional is awarded a Project or is notified of a Project being assigned to him or her.
- 1.2 Project Start up deliverables from the Owner are received for the Design Professionals review. Note that all owner deliverables may not be available at this time.
- 1.3 A Project Design kickoff meeting will be requested to review the particulars of the proposed Project. An abbreviated site visit by the Design Professional with the Program's Project Manager and/or Design Manager may be requested prior to the kick off meeting.
- 1.4 Based on the specific Project Scope, portions of the following design stages and design activities may not be required as part of the Design Professionals scope of work for the particular Project.
- 1.5 These scope determinations will be discussed at the kickoff meeting and an action plan will be developed and issued. Note that the deliverables package from the Owner may indicate some preliminary scope determinations, which will also be discussed for the Design Professional's input.

**2.0 Pre-Design**

- 2.1 Prior to commencing work The Design Professional must have received a fully executed Authorization to Proceed.
- 2.2 Visit and inspect the site to verify if existing conditions conform to those portrayed on information as may have been provided by the Owner.
- 2.3 Take photographs and make written documentation, sketches, notes or reports to confirm and record the general condition and age of the existing equipment and site with particular attention to the following building/site elements as appropriate to the defined Project's scope of work.
  - 2.3.1 All applicable above ceiling areas.
  - 2.3.2 Power supplies, switch gear, breaker panels, electrical room, electrical vault, transformers and mechanical room.
  - 2.3.3 Major components of existing HVAC systems including chillers, cooling towers, air handling units, and primary ductwork runs.
  - 2.3.4 Roofing, waterproofing and building envelope systems.
  - 2.3.5 Site drainage systems and water retention characteristics.
  - 2.3.6 Determine average condition of fixed equipment.
  - 2.3.7 Life safety, fire alarms, public address, generators and emergency lighting.
  - 2.3.8 ADA requirements.
- 2.4 Site investigations and inspections and access to concealed areas should be non-destructive except where destructive investigations, tests or means of access are authorized in advance

by the Owner.

- 2.5 Room and space size and relationship requirements are to be extracted and organized based on the SFER requirements.
- 2.6 Subsidiary spaces and sizes are to be extracted and organized based on the SFER requirements.
- 2.7 A preliminary OEF Space Chart Form shall be generated at this time.
- 2.8 Investigate and response/react to any defined required design concept or theme presented in the ATP shall be provided. Response can be in any format. Photos, sketches, narrative.
- 2.9 Based on an analysis of the gathered and provided information, the Design Professional shall provide a project Risk Analysis Report. This report shall identify problem issues with the current project scope, schedule or cost. This report shall also identify any potential, or impacting design related issues.
- 2.10 The Design Professional shall preform a building code analysis.

### **3.0 Pre-Design Review Meeting**

- 3.1 The purpose of this review shall to be to review all known aspects of the proposed project to date and to make determinisms for the next stage. The review shall include the following:
  - 3.1.1 Impact of existing conditions
  - 3.1.2 Spatial and functional relationships
  - 3.1.3 Site relationships
  - 3.1.4 Room listings, sizes and functions
  - 3.1.5 Risk Analysis factors
  - 3.1.6 Building Code Analysis
    - 3.1.6.1 Occupancy classifications
    - 3.1.6.2 Possible and Proposed construction types
- 3.2 The Design Professional shall present the alternative approaches to the use, and improvements; selections of materials, building systems and equipment; potential construction methods and methods of project delivery; and, shall make recommendations among such alternatives, including site locations of building additions.
- 3.3 Based on this review, an Action Plan will be developed and distributed. Pending the directions to be taken, a new ATP may be required.

#### **4.0 Conceptual Design**

- 4.1 Prior to the start of work for the Conceptual Design stage, the Design Professional must receive written direction from the Owner to proceed. E-mail format will be utilized for this authorization.
- 4.2 A Basis of Design Report shall be developed by the Design Professional based upon, the information gathered from the site review, the ATP requirements and the extraction of the defined space requirements and accessory spaces as per the SREF requirements, and any direction provided as a result of the Pre-Design Review Action Plan. The Basis of Design Report will include the following information.
  - 4.2.1 Alternative spatial relationships and site relationships are to be evaluated
    - 4.2.1.1 Site relationships are to be further defined and illustrated by outline plans inserted onto a site plan.
    - 4.2.1.2 Pending the Site particulars and pending the program, more than one building solution may be required.
  - 4.2.2 Spatial adjacency and functional relationships are to be further defined and integrated and illustrated by outline plans.
    - 4.2.2.1 Circulation and egress requirements are to be further defined and indicated on the outline plans.
  - 4.2.3 Alternative building elevations to be provided for primary exposed façade and at a primary connection to an existing condition façade.
  - 4.2.4 Building Section thru the primary new functions of proposed new spaces. Relationship with existing conditions shall also be presented.
  - 4.2.5 The OEF Space Chart Form shall be updated at this time. not yet - discuss
  - 4.2.6 The Design Professional shall report as to the status of the selections of materials and discuss any changes or additions from previous discussions.
  - 4.2.7 The Design Professional shall report as to the status of the recommended building systems and equipment and discuss any changes or additions from previous discussions.
  - 4.2.8 The Design Professional shall report as to the status of the potential construction methods, the optional methods of project delivery and to discuss any changes or additions from previous discussions.
  - 4.2.9 The Risk Analysis shall be updated as a result of, new discoveries and resolution of items thru the current progress.

- 4.3 A Probable Construction Cost analysis and statement shall be provided at this time.

## **5.0 Concept Design Review Meeting**

- 5.1 The purpose of this review shall be to review the status and progress of the proposed project to date and to make determinisms for the next step. The review shall include the review of items 4.2.1 thru 4.3 above.
- 5.2 Based on this review, an Action Plan will be developed and distributed. Pending the directions to be taken, a new ATP may be required.
- 5.2.1 Pending the scope of the Project, this review may be a 2 step review. The Design Professional may be required to present the Project to a Design Review Committee or to the School Board. (note: in most cases, this requirement will be identified in the early project stages)

## **6.0 Schematic Design**

- 6.1 Prior to the start of work for the Conceptual Design stage, the Design Professional must receive written direction from the Owner to proceed. E-mail format will be utilized for this authorization.
- 6.2 The Design Professional shall prepare, submit and present for approval by the Owner a Schematic Design Report Package, comprised of the SREF requirements for Schematic Design Documents and Schematic Design Studies.
- 6.2.1 Any special requirements affecting the Project shall be identified.
- 6.2.2 A statement of Probable Construction Cost.
- 6.2.3 The OEF Space Chart Form updated and formatted to follow the sequence of spaces listed in the SREF Size of Space and Occupant Design Criteria Table.
- 6.2.3.1 Provide room name and number listing in a ( room finish ) re-usable format – with columns for SF's at this time.
- 6.2.4 Site Survey -- A hardcopy and electronic media copy of the owner provided site survey with the following information: the legal description of the site, acreage, contours, overall dimensions, vegetation, trees, hardscape elements, adjacent highways and roads, information about ownership and use of adjacent land, locations of on- and off-site utility connections, utility service point entry locations, parking areas, service areas, play areas, athletic fields, bus loop(s), parent drop off, existing buildings with height, mechanical cooling towers and chillers, floor elevations (related to base flood elevation as shown on Flood Insurance Rate Maps, and use. The site survey may be an update of informational surveys provided by the Owner but shall be prepared on electronic media and submitted in both hard and electronic media formats.

## 6.2.5 Schematic Design Documents

- 6.2.5.1 These documents shall be schematic, responding to the Project requirements. In addition to SREF requirements and information required by the Owner's document submittal checklist for schematic design. modify the checklist requirement – rewrite... All plans shall have a graphic scale and a north indicator.
- 6.2.5.2 A Transmittal Form.
- 6.2.5.3 A site plan showing acreage, contours and general topographical conditions, flood plain elevation and velocity zone, over-all dimensions, adjacent highways, roads, off-site improvements, emergency access, fire hydrants, power transmission lines, ownership and use of adjacent land, walks and paths, vehicle and bike parking areas with accessible spaces identified, service areas, play areas, athletic fields, bus loop(s), parent drop off, existing buildings and use, location of proposed building(s) and future additions, portable classrooms and other re-locatable or temporary structures, community use buildings, phased construction, preliminary soil borings. (At Plan review stage and CD review stage, a statement will be required to be included on the site plan identifying the FEMA flood plain and the velocity zone in which the project is located. The statement shall be signed and dated by the Architect or Engineer of Record.)
- 6.2.5.3.1 Indicate general locations, of service and preliminary service requirements with all utility companies (Florida Power and Light, Owner selected phone service, cable TV, water, sewer, storm drainage and any other identified utility service).
- 6.2.5.3.2 Environmentally sensitive site areas as identified on the Owner provided Environmental Study (per Section 235.193, F.S.) to be indicated on the plans along with any identified related requirements for these areas.
- 6.2.5.4 Floor plans showing over-all dimensions, room names, door locations, accessible building exits, occupant loads of each space, any existing buildings and its use. Previously planned future additions, if additions are still planned (Owner to confirm) and any known planned construction on site or adjoining the site (Owner to confirm).
- 6.2.5.5 Provide a life-safety plan delineating the paths of travel, the source and exiting volumes and the exit width and path of travel calculations. Indicate accessible exits. Indicate fire walls, smoke partitions, and protected corridors. Identify any special fire suppression systems. (kitchen hoods, halon, CO2 systems, etc) Identify any spaces or zones not receiving a fire suppression system. Indicate preliminary fire alarm systems zones. Indicate preliminary fire sprinkler systems zones. Indicate control panel location. Indicate any other life-safety features relevant to the facility.

- 6.2.5.6 Provide elevations and sections of the building to illustrate and indicate the mass and character of the facility including fenestration, openings, walkways, preliminary material selections, and other building features and spatial relationships .
- 6.2.5.7 An Outline Demolition Plan
  - 6.2.5.7.1 Indicate spaces impacted by demolition. And show where and how impacted spaces are integrated into the new plan. This shall be 2 reduced size plans on 1 sheet.
- 6.2.5.8 Schematic Project Manual
  - 6.2.5.8.1 Outline Specifications for Division 2-17
  - 6.2.5.8.2 Schematic Room Finish Schedule (still with sf columns)
- 6.2.6 Schematic Design Report Brochure
  - 6.2.6.1 The brochures shall have heavy stock covers and plastic comb or metal spiral binding. 8 ½ x 11 format. Additional copies of this Schematic Design Brochure if required by the Owner will be compensated as a reimbursable service approved in advance by the Owner.
  - 6.2.6.2 The Brochure shall include:
    - 6.2.6.2.1 A summary design statement indicating the general design intent, conceptual development,
    - 6.2.6.2.2 A facilities list including the number of spaces, net/gross square footages (separate from the OFE Chart)
    - 6.2.6.2.3 Colored Plans,
      - 6.2.6.2.3.1 Site
      - 6.2.6.2.3.2 building elevations
      - 6.2.6.2.3.3 building sections,
      - 6.2.6.2.3.4 any applicable sketch perspectives
      - 6.2.6.2.3.5 miscellaneous diagramming, photographs of any applicable massing and building models,
    - 6.2.6.2.4 Narrative discussions and descriptions of preliminary materials selections, components, assemblies, and systems for:
      - 6.2.6.2.4.1 Landscape
      - 6.2.6.2.4.2 civil
      - 6.2.6.2.4.3 structural
      - 6.2.6.2.4.4 mechanical
        - 6.2.6.2.4.4.1 Mechanical Requirements Specific to Remodeling and Addition Projects: Provide a listing of capacities for existing HVAC

equipment and the available tonnage for the new connected load. Provide a survey of the condition of the existing mechanical equipment.

6.2.6.2.4.5 electrical

6.2.6.2.4.5.1 Electrical Requirements Specific to Remodeling and Addition Projects: Provide an electrical load analysis for the existing facility for existing and new loads. Provide a survey of the condition of the existing electrical equipment and the communication equipment room.

6.2.6.2.4.6 plumbing

6.2.6.2.4.7 misc. technical

6.2.6.2.4.8 architectural

6.2.7 An Updated Project Development Schedule:

6.2.7.1 This schedule shall be in compliance with the initial Project Schedule and is for approval by the Owner. This schedule shall show activities including but not limited to the Design Professional's design and coordination efforts and the Owner review/ approval periods.

6.2.7.2 This schedule shall also include all activities known at this stage of the project's development including any projected or preliminary requirements for moving portables, relocating classrooms, removing and storing furniture, hazardous material abatement, any work by the Owner, separate contractors, on-site utilities and equipment and any other activities that may impact the construction of the project. The schedule shall also include any identified offsite work.

6.2.7.3 This schedule shall also include the site approval reviews, and the permitting process.

6.2.7.4 The schedule to be generated in electronic media software with a bar chart format.

6.2.8 Statement of Probable Construction Cost: The Design Professional shall submit to the Owner for review and approval a schematic design phase estimate of probable construction cost itemized by major categories based on the expected bid date.

6.2.9 The Design Professional shall coordinate with the Owner to determine the municipal, county and other jurisdictional agencies that will require site plan coordination and/or approval for the Project and will determine/confirm the permitting and review strategies and update the Project Development Schedule and generate a freestanding Permitting Schedule.

6.2.9.1 The Design Professional shall prepare applications for these site plan and

coordination reviews directly after approval of the Schematic Design Package as appropriate to this phase of the project. The Design Professional shall attend and provide representation at all review meetings, workshops, hearings and Commission/Council meetings concerning the project as conducted by any and all other agencies having jurisdiction over the project.

6.3 Schematic Design Package - Submittal Requirements -

6.3.1 The Design Professional shall submit for Owner approval:

6.3.1.1 Plans

6.3.1.1.1 three (3) copies of all full size documents are required under this Phase,

6.3.1.2 Schematic Design Report Brochure

6.3.1.2.1 three (3) copies  
Quantity pending review requirements

6.3.1.3 Project Development Schedule

6.3.1.3.1 three (3) copies

6.3.1.4 Probable Construction Cost Report

6.3.1.4.1 three (3) copies

6.4 The Design Professional shall provide presentations of the Schematic Design to:

6.4.1 The Owner's staff

6.4.2 Design Review Committee (if required, add 5 copies of brochure)

6.4.3 The School Board of Broward County, Florida, (if required, add 10 copies of brochure).

**7.0 Design Development**

7.1 The Design Professional is to proceed with Design Development and all adjustments to the Project Scope, Schedule, and Budget from the Schematic Design Review as directed by the Owner, after receiving written direction from the Owner to proceed. E-mail format will be utilized for this authorization.

7.2 The Design Professional shall prepare, submit and present for approval by the Owner, a Design Development Report Package, comprised of the SREF requirements documents and the following:

7.2.1 Project Transmittal Form.



- 7.2.2 OEF form 208 (a) "OEF Space Chart Form" formatted to follow the sequence of spaces listed in the SREF Size of Space and Occupant Design Criteria Table.
- 7.2.3 Documents: These documents shall be design development package corresponding to the educational specifications and program requirements illustrating the general scope, scale, and relationship of project components. In addition to Phase I requirements, SREF requirements, and any specific Owner provided informational needs, the documents shall include the following:
  - 7.2.4 Drawing Package Information Sheets
    - 7.2.4.1 Cover Sheet
      - 7.2.4.1.1 Cover sheet will include the following information
        - 7.2.4.1.1.1 Facility name
        - 7.2.4.1.1.2 Project description
        - 7.2.4.1.1.3 SBBC Project number
        - 7.2.4.1.1.4 Listing of consultants
        - 7.2.4.1.1.5 School board members and titles
        - 7.2.4.1.1.6 School board logo
        - 7.2.4.1.1.7 Location map
        - 7.2.4.1.1.8 Document package type
    - 7.2.4.2 Index of Drawings
      - 7.2.4.2.1 The full index of drawings will be in the Architectural Set.
    - 7.2.4.3 General Information Sheets
      - 7.2.4.3.1 All disciplines will have the following information sheets. This information may require multiple sheets.
        - 7.2.4.3.1.1 Abbreviations
        - 7.2.4.3.1.2 Reference symbols
        - 7.2.4.3.1.3 Materials legend
- 7.2.5 Architectural and Civil site plan(s) showing, (in addition to Schematic Design site survey requirements), the proposed design for: landscaping, drainage, water retention ponds, sewage disposal and water supply system, chilled water piping and physical features that may adversely affect or enhance the safety, health, welfare, visual environment, or comfort of the occupants.
  - 7.2.5.1 A statement, signed and dated by the Design Professional or his designated Consultant, shall be included on the site plan identifying the number of existing trees, the number and size of required trees, and the number of new trees to be planted. (signatures required at 90% CD package)

## 7.2.6 Building Plans

### 7.2.6.1 General

- 7.2.6.1.1 By symbol, indicate fire extinguishers, fire alarm equipment, smoke vents, master valves, emergency disconnects, emergency lighting, emergency power equipment, fire sprinklers, exit signs, smoke and fire dampers, and other life-safety equipment relevant to the facility on the appropriate discipline plans.
- 7.2.6.1.2 By symbol, indicate connections and tie-ins to any existing equipment on the appropriate discipline plans.
- 7.2.6.1.3 Floor plans for additions to an existing facility: Indicate the connections and tie-ins to the existing facilities, including all existing spaces, exits, plumbing fixtures and locations, and any proposed changes. Distinguish between new and existing areas.

### 7.2.6.2 Floor plans

- 7.2.6.2.1 Drawn at 1/8 inch or larger scale showing typical student occupied spaces or special rooms with dimensions, public facilities, stairs, elevators, and identification of accessible areas.

### 7.2.6.3 Floor plans

- 7.2.6.3.1 Drawn at 1/4 inch or larger scale showing typical spaces or special rooms with dimensions, equipment and furnishing layouts, door and window locations.
- 7.2.6.3.2 Reflected ceiling plans drawn at 1/4 inch scale (minimum) showing typical spaces or special rooms with dimensions, lighting equipment and ceiling panel layouts.

### 7.2.6.4 Roof plans drawn at 1/4 inch scale (minimum) showing typical spaces or special rooms with dimensions, equipment layouts.

### 7.2.6.5 The life-safety plans shall be updated to reflect modifications as a result of the design progress. Indicate the paths of travel, the source and exiting volumes and the exit width and path of travel calculations. Indicate accessible exits. Indicate fire walls, smoke partitions, and protected corridors. Identify any special fire suppression systems. (kitchen hoods, halon, CO2 systems, etc.) Identify any spaces or zones not receiving a fire suppression system. Indicate preliminary fire alarm systems zones. Indicate preliminary fire sprinkler systems zones. Indicate control panel location. Indicate any other life-safety features relevant to the facility.

### 7.2.6.6 A Proposed Project Phasing Floor Plan drawn at an architectural scale that will allow the entire facility to be shown contiguous, on one sheet, which indicates project phasing as applicable to the Project.

### 7.2.6.7 Existing Facility Accessibility Criteria

7.2.6.7.1 For existing facilities where remodeled or renovated spaces are required and where an ADA and code conforming ramp cannot be utilized, document proposed vertical platform lifts or inclined wheelchair lifts and provide the following documents as part of or in addition to the required life safety plans.

7.2.6.7.2 Sketches of proposed vertical platform lifts, including layout drawings showing the effect of the lift on existing spaces, corridor widths and exiting from the affected facility.

7.2.6.7.3 Sketches of proposed inclined wheel chair lift including layout drawings showing the effect of the lift on the stairway width in the folded and unfolded position, the upper and lower platform storage locations, and the effect on exiting from the affected areas of the facility.

#### 7.2.6.8 Open Space Concept Criteria

7.2.6.8.1 When planning open space schools or administrative spaces, a floor plan shall be submitted showing the methods used to permanently define the means of egress, such as surface finish or color.

7.2.6.9 All exterior building elevations and sufficient building sections as necessary to fully illustrate and indicate the scale and massing of the facility.

7.2.6.10 Typical building sections to show dimensions, proposed construction materials, and relationship of finished floor to finished grades.

#### 7.2.6.11 Structural Plans

7.2.6.11.1 Preliminary Structural Drawings including plans and sections indicating anticipated systems, connections and foundations.

#### 7.2.6.12 Mechanical Plans

7.2.6.12.1 Single line Ductwork layouts shown on half tone reflected ceiling plans. Diffuser and return air locations as coordinated with Architectural and Electrical lighting plans.

7.2.6.12.2 Identify locations of Mechanical rooms and equipment, any grease trap(s), any LP gas tank locations, natural gas pipe layout, and tie ins to existing utilities.

7.2.6.12.3 Provide Proposed Mechanical Zoning Plan (as applicable).

#### 7.2.6.13 Plumbing Plans

7.2.6.13.1 Indicate all plumbing fixtures and all tie in locations.

7.2.6.13.2 Provide Fixture Unit Counts and Calculations.

7.2.6.14 Fire Protection Plans

7.2.6.14.1 Provide Proposed Fire Protection Zoning Plan (as applicable).

7.2.6.15 Electrical Drawings

7.2.6.15.1 Lighting layouts for interior and exterior spaces shown on half tone reflected ceiling plans as coordinated with Mechanical and Architectural.

7.2.6.15.2 A one line diagram of the electrical distribution system.

7.2.6.15.3 Provide layout indicating security systems devices and control zones.

7.2.6.15.4 Locations of all the main components of the electrical system such as transformers, panels, and main switch board, and emergency generator, location of the intercom console, ITV head end and tower, master clock, fire alarm panel. Show locations of mechanical equipment such as chillers, air handler units, etc. and their respective electrical connections.

7.2.7 Project Manual

7.2.7.1 Equipment and Furnishing Schedules: Indicating equipment and furnishing items that will be provided by the Contractor and those that will be provided by the Owner or others.

7.2.7.2 Outline specifications:

7.2.7.2.1 Current format of CSI Specification Numbering System shall be utilized. (based on contract date)

7.2.7.2.1.1 Division 1

7.2.7.2.1.1.1 Division 1 to be updated from the Schematic Design submittal.

7.2.7.2.1.1.2 Schematic Room Finish Schedule updated from schematic. (SF columns still present)

7.2.7.2.1.2 Divisions 2 through 17

7.2.7.2.1.2.1 Provide outline specifications with general

description of all systems and components.

7.2.7.3 Geotechnical Engineer's Report

7.2.7.3.1 Provide proposed method of treatment for unusual conditions.

7.2.8 Office of Educational Facilities Life-Cycle Cost Analysis (LCCA). LCCA shall be submitted to the Owner for review and approval with the Design Development documents.

7.2.8.1 LCCA shall be by a commercially available life-cycle cost analysis program and shall be based upon the requirements of Florida Statute 1013.451.

7.2.9 Florida Energy Efficiency Code for Building Construction (FEEC). FEEC forms, including calculations for mechanical systems, documenting energy efficiency ratio rating of HVAC equipment, electrical systems, insulation, and building envelope shall be submitted to the Owner for review and approval with the Design Development documents.

7.2.10 Statement of Probable Construction Cost:

7.2.10.1 The Design Professional shall submit to the Owner for review and approval a Design Development phase estimate of probable construction cost itemized by major categories based on the expected bid date. The Format for this estimate is to follow the content of the Project's Outline Specification for Divisions 2 through 17.

7.2.10.1.1 Key differences between the Schematic Design and the Design Development cost are to be summarized.

7.2.11 An updated Project Development Schedule reflecting development and anticipated schedules for all new and existing subsequent project activities.

7.2.12 A written response from the Design Professional and each of the Consultants, explaining how each previous Owner and reviewing agencies review comments have been addressed.

7.2.13 F.I.S.H Data Requirements

7.2.13.1 A simplified single line floor plan of the project.

7.2.13.2 A spreadsheet format schedule reflecting the room numbers; the name of the room or space; the net square footage of the space and the capacity of the space on electronic media and on a single 24" x 36" sheet of vellum conforming to the Owner's standards for graphics and for electronic media submittals. This drawing and database information will be for use in preparing F.I.S.H. (Florida Inventory of School Houses) information. The

Design Professional shall coordinate with and utilize the Owner's F.I.S.H requirements for room numbers, room name assignments and electronic media (format, layering, etc.) prior to developing final documents for this Design Development submittal. Hardcopy graphics shall be suitable for clearly legible half size reductions.

7.2.14 Existing Hazardous Materials

Provide a letter to the owner advising of the extents of potential hazardous materials as indicated and provided by The Environmental Division of the Facilities and Construction Group. Outline the (or any) optional or alternate means of removal and timing of removal for Owner review and direction.

7.2.14.1.1 Integrate the impact of the Hazardous materials with the Project Development Schedule.

7.2.14.1.2 Integrate the impact of the Hazardous materials Statement of Probable Construction Cost and other documentation.

7.2.15 Preliminary color boards to review the color selections for all finish materials with the Owner.

7.2.16 Preliminary samples as requested by the Owner.

**8.0 Design Development Package - Submittal Requirements**

8.1 The Design Professional shall submit the following for Owner approval:

8.1.1 Plans

8.1.1.1 three (3) copies of all full size documents

8.1.2 Design Development Report Brochure

8.1.2.1 three (3) copies

8.1.3 Project Development Schedule

8.1.3.1 three (3) copies

8.1.4 Probable Construction Cost Report

8.1.4.1 three (3) copies

8.1.5 Life-Cycle Cost Analysis

8.1.6 Energy Efficiency Code Analysis

8.1.7 Response to Schematic Design Comments

8.1.8 F.I.S.H Data Requirements

8.1.9 Hazardous Materials letter

8.1.10 Updated Discipline Narratives

8.2 The Design Professional shall provide presentations of the Design Development to:

8.2.1 the Owner's staff

8.2.2 Design Review Committee (if required, add 5 copies of brochure)

8.2.3 The School Board of Broward County, Florida, (if required, add 10 copies of brochure).

**9.0 Construction Documents Development – 90% complete**

9.1 The Design Professional is to proceed with the Construction Documents and all adjustments to the Project Scope, Schedule, and Budget from the Design Development review as directed by the Owner, after receiving written direction from the Owner to proceed. E-mail format will be utilized for this authorization.

9.2 The Design Professional shall prepare, submit and present for approval by the Owner, a Construction Document Report Package.

9.3 This Construction Document Report Package shall include the following items:

9.3.1 Project Transmittal Form (Form 1310b)

9.3.2 An updated OEF form 208(a) "OEF Space Chart Form" formatted to follow the sequence of spaces listed in the SREF Size of Space and Occupant Design Criteria Table.

9.3.3 Updated Florida Energy Efficiency Code for Building Construction (FEEC) compliance forms. Submit five (5) copies signed and sealed by a State of Florida registered design professional.

9.3.4 Final Calculations:

9.3.4.1 Structural systems

9.3.4.2 Mechanical systems

9.3.4.3 Electrical systems

9.3.5 Drawings:

9.3.5.1 All construction documents as necessary to receive building permits for the complete scope of work shall be included and shall be substantially complete.

9.3.5.2 Preliminary staging area plans to delineate staging areas, site barriers and other area designations to control and separate as required, students, faculty, staff and the public from construction activities and traffic.

## 9.3.6 Project Manual

9.3.6.1 All Project Manual documents as necessary to receive building permits for the complete scope of work shall be included and shall be substantially complete.

## 9.3.7 Project Development Schedule

9.3.7.1 Updated and formatted as a preliminary construction schedule reflecting continued Project development and illustrating anticipated schedules for all subsequent project activities including permitting and submittal coordination with all agencies having jurisdiction on the Project, project phasing, site mobilization, temporary facilities, general construction sequencing, anticipated substantial completion dates, Owner occupancy, mid all other significant Project events. Format updated schedule as a Gant Chart type schedule with mile stones.

## 9.3.8 Color boards

9.3.8.1 Boards illustrating color selections, finishes, textures and aesthetic qualities for all finish materials for final review and approval by the Owner and to establish a final pallet of material selections for development of subsequent specifications, schedules and other requirements for incorporation into the Contract Documents.

## 9.3.9 Design Development Comment Responses

9.3.9.1 Letters from the Design Professional and each of the major technical disciplines and any necessary Consultants or explaining how each previous Design Development comment has been addressed.

## 9.4 Construction Documents - 90% complete – Submittal Requirements

9.4.1 The Design Professional shall submit the following for Owner approval:

9.4.1.1 Transmittal Form

9.4.1.2 Plans

9.4.1.2.1 three (3) copies of all full size documents

9.4.1.3 A completed Building Department document submittal checklist

9.4.1.4 Reports and Brochures

9.4.1.4.1 three (3) copies

**10.0 Jurisdictional Plan Approvals**

10.1 Prior to the commencement of the Construction Documents – 100%, and early enough to ensure that the contractor is not delayed by permit processing, the Design Professional shall, with the owner's assistance, file the required documents for approval by governmental authorities, local, State or Federal, having jurisdiction over the portions of the



Project and obtain certifications of "permit approval" by these limited jurisdictional reviewing authorities. In cases, this activity or portions of this activity will not commence until such time as the Construction Documents are 100% complete.

- 10.1.1 The Design Professional shall provide the documents required for submittal to all of these governmental authorities.
- 10.1.2 The Design Professional shall attend and provide representation at all review meetings, workshops, hearings and Commission/Council meetings concerning the project as conducted by the various jurisdictional agencies.

**11.0 Construction Documents Submittal – 100%**

- 11.1 The Design Professional is to proceed with the completion of the construction documents and all adjustments to the Project Scope, Schedule, and Budget from the 90% construction document review comments as directed by the Owner, after receiving written direction from the Owner to proceed. E-mail format will be utilized for this authorization.
- 11.2 Construction Documents 100% Submittal: The Design Professional shall make a 100% Construction Documents submittal, for approval by the Owner.
  - 11.2.1 All documents for this phase shall be provided in both hard copy and in electronic media.
  - 11.2.2 Signed and Sealed Documents and Statements of Compliance
    - 11.2.2.1 Only complete documents, properly signed and sealed by the Design Professional and respective Consultants, will be accepted for review.
    - 11.2.2.2 These documents shall contain a statement of compliance by the architect or engineer of record that "To the best of my knowledge and belief these documents are complete, and comply with the State Requirements for Educational Facilities.
  - 11.2.3 When requested by the Owner, engineering calculations for mechanical, electrical, and structural systems shall be submitted separately from drawings and the project manual.
- 11.3 The following items shall be included with the 100% Construction Document submittal.
  - 11.3.1 In addition to 100% complete Construction Documents the following items are to be integrated into this Construction Document – 100% Submittal.
    - 11.3.1.1 Mechanical and Electrical Documents shall indicate that the approved systems from the Design Development FEEC/LCCA analysis have been incorporated into the documents.

11.3.1.2 Project Manual

11.3.1.2.1 The Design Professional shall insert Division 0 and Division 1 into the specifications.

11.3.1.2.1.1 The Design Professional shall not add or delete items from the Division 0 and Division 2 documents without prior written approval from the Owner.

11.3.1.2.2 Approved list of alternate bid items, as authorized by the Owner shall be integrated into the project bid documents and the specifications.

11.3.1.3 As required, a threshold building inspection plan, prepared by the Design Professional, and the name of a certified threshold building inspector, as set forth in Section 553.79(5), F.S., shall be submitted to the Owner for review and approval with the 100% Construction Documents

11.3.1.3.1 Threshold building inspection plan documents are required for the following conditions:

11.3.1.3.1.1 Any building greater than three (3) stories or fifty (50) feet in height.

11.3.1.3.1.2 Any building with an assembly space that exceeds five thousand (5000) square feet in area, and/or an occupant load of five hundred (500) or more persons. Check- is this and/or

11.3.1.4 An Updated Statement of Probable Construction Cost as indicated by time factor, changes in requirements, or general market conditions.

11.3.1.4.1 If this Statement of Probable Construction Cost exceeds the construction Budget, the Design Professional shall review materials, equipment, component systems and types of construction included in the Contract Documents and shall recommend changes in such items and/or reasonable adjustments in the scope of the Project for Owner approval for integration into the documents.

11.3.1.5 A letter from the Design Professional and each of the major technical Consultants explaining how each comment for the Construction Document 90% Review, has been addressed.

11.3.2 The Design Professional and his Consultants, as necessary, shall attend coordination, review and presentation meetings with the Owner to explain the

development of the design concept and the technical resolutions of the building or site systems as shown in the Construction Document 100% Submittals.

- 11.3.3 After Owners review of the 100% Construction Documents, the Design Professional shall make all required changes or additions and resolve all comments. A final Check Set shall be returned to the Owner for final approval.
- 11.3.4 Upon final approval by the Owner, the Design Professional shall furnish five (5) copies, signed and sealed of all Drawings and Specifications to the Owner for submittal to the designated Plan Review Agency.
- 11.3.5 Building Department plan review comments to be reviewed with the Owner and integrated into the documents.
- 11.3.6 This submittal will also become the official bid document set after all Plan review comments are integrated and approved by the building dept.
- 11.3.7 Design Professional shall assure the Owner that all limited jurisdictional, mandatory requirements are complete prior to bidding.

## **12.0 Bidding and Award of Contract**

- 12.1 Bid Documents Approvals and Printing: Upon obtaining all necessary approvals of the Construction Documents, the Design Professional shall assist the Owner in obtaining bids and awarding construction contracts. The Owner, will provide reproductions of the drawings and specifications printed for bidding purposes.
  - 12.1.1 This printing may be handled by the Owner or as a reimbursable service through the Design Professional.
- 12.2 The Advertisement for Bids will instruct the bidders where to obtain the Bid Documents.
- 12.3 The Design Professional shall render interpretations and clarifications of the drawings and specifications in a written format, supplemented by appropriate graphics, with prior approval of the Owner.
- 12.4 The Design Professional shall attend a pre-bid conference as requested by the Owner.
- 12.5 The Design Professional shall prepare addenda, if any are required, for the Owner to issue to all prospective bidders. No addenda shall be issued without the Owner's approval and if dimensional changes or extensive graphic changes are required the drawing sheets shall be revised and issued as addendum drawings as directed by Owner.
- 12.6 The Design Professional shall be present at the bid opening, with the Owner's staff.
- 12.7 The Design Professional shall participate with the Owner in evaluating the bids and

investigating the qualifications of bidders and shall provide a written recommendation for bid award.

- 12.8 The Design Professional shall advise and consult with the Owner in awarding, and in the preparation of any Agreements necessary for the construction of the project.
- 12.9 If the lowest responsive Base Bid received exceeds the Fixed Limit of Construction Cost the Owner will either:
  - 12.9.1 Approve the increase in Project cost and award a contract or,
  - 12.9.2 Reject all bids and rebid the Project within a reasonable time with no change in the Project,
  - 12.9.3 Direct the Design Professional to revise the Project scope or quality, or both, as approved by the Owner, and rebid the Project.
  - 12.9.4 Suspend or abandon the Project.
- 12.10 The Design Professional shall, modify the Construction Documents as necessary to bring the project within the Budget Construction Cost. The providing of such service shall be the limit of the Design Professional's responsibility in this regard and having done so, the Design Professional shall be compensated in accordance with this Agreement. The Owner may recognize exceptional construction market cost fluctuations before exercising the option provided in Article 12.9.3 above. The Owner agrees to discuss this issue with the Design Professional prior to exercising this option.
- 12.11 If an estimate or cost analysis is required by the Owner for this phase, the Design Professional shall analyze bids and to assist in the preparation of any modified bidding documents or re-bid documents that may be required to ensure successful bidding within the Budget Construction Cost.

**13.0 Administration of the Construction Contract**

- 13.1 Duration
  - 13.1.1 The Construction Administration Phase will begin with the award of the Construction Contract and will end when the Contractor's final Payment Certificate is approved by the Owner.
  - 13.1.2 During this period, the Design Professional shall provide Administration of the Construction Contract as set forth in the Contract Documents between the Owner and the Contractor, as basic services, including participation in building commissioning and partnering. Refer to Section 01350 – special procedures.
- 13.2 The Design Professional shall advise and consult with the Owner and shall have authority to act on behalf of the Owner within the limits established by this Agreement and the

Contract Documents. The Design Professional shall contemporaneously provide Owner with copies of all communications between Design Professional and Contractor and others concerning matters material to the cost, time, sequence, scope, performance or requirements of the project.

- 13.3 The Design Professional and his Consultants shall attend all key construction events as necessary to ascertain the progress of the Project and to determine in general if the Work is proceeding in accordance with the Contract Documents and the Project Schedule.

- 13.3.1 Site Visits

- 13.3.1.1 Design Professional - Site Visits

- 13.3.1.1.1 The Design Professional shall visit the site at least once per week to become familiar with the progress and quality of the Work and to determine if the Work is proceeding in accordance with the Contract Documents and Project Schedule.

- 13.3.1.1.2 The Design Professional shall coordinate the timing of these visits with the Owner's Representative and the Weekly Progress Meeting, so as to permit joint observations of the progress of the Work.

- 13.3.1.1.3 Design Professional shall keep Owner informed of the progress and quality of the Work on the basis of the on-going site visits.

- 13.3.1.1.4 The Design Professional shall submit to Owner a detailed written report of the results of each visit to the site, and copies of all field reports and notes of meetings with the contractor's team.

- 13.3.1.1.5 The Design Professional shall report to Owner any defects and deficiencies in the Work coming to the attention of Design Professional.

- 13.3.1.1.6 The Design Professional shall make on-site observations utilizing the same personnel over the course of the Work.

- 13.3.1.2 The Design Professional shall assist the Owner in determining the cost of re-inspections due to the Contractor's failure to perform.

- 13.3.2 Design Professional's Consultants – Site Visits

- 13.3.2.1 The Design Professional's Consultants will be required to visit the site at least once a week when their respective portion of the work is in progress. The visits shall coincide with the Weekly Progress Meeting.

- 13.3.2.1.1 The Consultants shall submit to the Design Professional a

detailed written report of the results of each visit to the site, and copies of all field reports and notes of meetings with the contractor's team for the Design Professional review and consultation with the Owner.

13.3.2.1.2 The Consultant shall report to Design Professional any defects and deficiencies in the Work coming to the attention of Consultant for the Design Professionals review and consultation with the Owner.

13.3.2.1.2.1 Consultant shall maintain a listing of such items and track the items for closure.

13.4 The Design Professional shall not have control over or charge of, and shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work.

13.5 Design Professional shall at all times, have access to the Work whenever it is in preparation or progress.

13.5.1 The Design Professional and the Consultants shall review and advise the Owner as to whether the Contractor is making timely, accurate, and complete notations on the "Project Record Documents" and maintaining various other administrative records as required by the Contract Documents.

13.5.1.1 Complete notations to the "as built" drawings shall include, but not be limited to all changes due to RFI's, ASI's, COD's, and CO's

13.5.2 The Owner may require the Design Professional and the Consultants to submit additional written materials or forms to the Owner relating to or regarding the Project or its progress.

13.6 The Design Professional shall assist Owner in determining the amounts owing to Contractor based on observations at the site and on evaluations of Contractor's Applications for Payment and shall certify Certificates for Payment in such amounts as provided in the Contract Documents and in such form as Owner may request.

13.6.1 The certification of a Certificate for Payment shall constitute a representation by the Design Professional to the Owner, based on the Design Professional's observations at the site and on the data comprising the Contractor's Application for Payment, that the Work has progressed to the point indicated and that the quality of the Work is in substantial accordance with the contract documents and that Contractor is entitled to payment in the amount certified.

13.6.1.1 The certification of a Certificate for Payment is not an acceptance of any in place or stored, work, materials or equipment.

- 13.7 The Design Professional shall render written advisory decisions, within a reasonable time on all claims, disputes and other matters in question between Owner and Contractor relating to the execution or progress of the Work or the interpretation of the Contract Documents.
- 13.8 All interpretations and advisory recommendations of the Design Professional shall be consistent with the intent of, and reasonably inferable from, the Contract Documents and shall be in writing or in the form of drawings. In the capacity of interpreter, the Design Professional shall endeavor to secure faithful performance by both the Owner and Contractor, and shall not show partiality to either.
- 13.9 The Design Professional shall recommend to the owner, the rejection of Work which does not conform to the Contract Documents.
- 13.10 The Design Professional shall not have authority to stop the Work without approval of the Owner.
- 13.11 Whenever, in the Design Professional's opinion, it is necessary or advisable, the Design Professional shall recommend/advise to the owner, that special inspection or testing of the Work in accordance with the provisions of the Contract Documents shall occur, whether or not such Work be then fabricated, installed or completed.
  - 13.11.1 Owner shall furnish all such tests, inspections and reports that are required by law or by the Contract Documents or provide documentation that the item has previously been approved via inspection or testing.
  - 13.11.2 The Design Professional shall monitor all such testing or inspections.
- 13.12 The Design Professional shall promptly review, and take other appropriate action upon Contractor's submittals such as shop drawings, product data and samples, per conformance with the design concept of the contract documents. Such action shall be taken within fourteen (14) days of receipt by Design Professional unless Owner and Design Professional otherwise mutually agree.
  - 13.12.1 Design Professional's review shall not constitute review or approval of safety precautions or of construction means, methods, techniques, sequences or procedures.
  - 13.12.2 Design Professional shall maintain a log of all submittals made and shall compare the submittals with Contractor's progress schedule.
  - 13.12.3 The Design Professional shall not approve changes to the contract or substitutions through the regular submittal process.
    - 13.12.3.1 All final decisions with respect to substitutions, Request for Proposals,

Change Orders, and other contract modifications shall be at the sole determination of the Owner.

- 13.12.4 The Design Professional shall be compensated for reviewing re-submittals after the first re-submittal of a respective submittal as a reimbursable expense with the Owner reimbursed by the Contractor under provisions of the Contract Documents.
- 13.12.5 The Design Professional will advise the Owner of the circumstances of all Submittal reviews requiring more than fourteen (14) days processing time.

#### **14.0 Design Change Management**

- 14.1 The Design Professional shall have authority to order minor changes in the Work not involving an adjustment in the contract sum or an extension of the contract time and which are not inconsistent with the intent of the Contract Documents. Such minor changes shall be effected by written order issued through Owner.
  - 14.1.1 The Design Professional shall provide recommendations concerning Request for Proposals, Change Orders, and Construction Change Directives and for their preparation, permitting and issuance to the contractor.
  - 14.1.2 The Design Professional shall coordinate with the Owner and comply with the Owner's written procedure and "Construction" Contract concerning the Owner's required review of Request for Proposals, Change Orders and Construction Change Directives... what is, where is the written procedure??
    - 14.1.2.1 Meet with the Owner's Project Manager prior to the preparation and execution of Request for Proposals and Change Order items to ensure that the changes comply with the intent of the proposed changes relative to the Project's original scope, the construction schedule and to Contractor entitlement for additional sums or contract time for the proposed Work.
    - 14.1.2.2 Submit written and graphic information documenting proposed changes for formal review by the Owner's Project Manager and Cost Estimator prior to the issuance to the Contractor.
    - 14.1.2.3 Review and indicate concurrence through signing the Request for Proposals etc. for Owner's authorization.
    - 14.1.2.4 Process, prepare and issue contract modification documents, in a timely manner and not allow the period required for evaluation, preparation or to issue such documents to exceed fourteen (14) days. The Design Professional shall provide written notification to the Owner concerning



those modification documents requiring more than fourteen (14) days processing time with an attached explanation of the circumstances requiring longer processing time.

**15.0 Cost Management Responsibilities**

- 15.1 The Design Professional shall review and analyze all proposals submitted by the Contractor relative to scope changes, cost impacting items, and time impacting items.
- 15.2 The Design Professional shall present his findings to the Owner.
- 15.3 The Design Professional shall, at the Owners request, review the proposals and his analyze with the Contractor in review sessions with the Owner.
- 15.4 The Design Professional shall log and track all proposals provided to him for his review.

**16.0 Substantial Completion**

- 16.1 Upon request to be awarded Substantial Completion by the contractor, The Design Professional shall schedule a joint inspection of the work with the Contractor. The Contractor shall provide a copy of his punch list to the Design Professional for use in the review to add and subtract items from the list. Upon completion of the review the Design Professional shall compile an Official Punch List of the work not complying with the Project Documents. He shall evaluate the cost to complete the work and if it does not exceed 2% of the total contract value, in his opinion, the Design Professional shall issue a Certificate of Substantial Completion to the Contractor.
- 16.2 The Design Professional shall administer the Contractor's submittal of various closeout submittals including warranty documents, operations and maintenance materials, extra materials, and other closeout submittals as required by the Contract Documents.
- 16.3 The Design Professional shall review, and forward to Owner for Owner's review, written warranties, operations and maintenance manuals as required by the Contract Documents as assembled by the Contractor.
  - 16.3.1 The Design Professional and the Consultants shall verify and confirm the Contractor's successful demonstration of equipment and systems and the training of the Owner's personnel as required by the Contract Documents.
- 16.4 Design Professional shall inspect the Project upon Contractor notice stating the work has completed 100%. If the Design Profession agrees, he shall advise the Owner in writing to schedule a final walk thru with the Owner and the contractor. If the Owner agrees. The Design Professional shall prepare and execute the required forms and documents indicating that the Work is completed in compliance with the Contract Documents.

- 16.5 At the appropriate time, the Design Professional shall certify Contractor's final certificate for payment.
  
- 16.6 The Design Professional shall within sixty (60) days of final acceptance provide the Owner with prints and electronic media copies of the original drawings, which the Design Professional has revised to conditions based on information furnished by the Contractor as Project Record Documents.
  - 16.6.1 These prints and electronic media copies shall become the property of the Owner.
  
  - 16.6.2 Submittal of these documents to the Owner is a condition of final payment of construction administration fees to the Design Professional.

**17.0 Warranty Administration**

- 17.1 The Design Professional shall for one year following substantial completion of the construction project, assist the Owner, in securing correction of defects, and shall in the sixth and eleventh months make inspections of the project with the Owner and report observed discrepancies to the Owner and Contractor.

END

Owner's Initial Schedule

Activity ID	Activity Name	Remaining Duration	Start	Finish	2014												2015												2016											
					J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	Jul	A	S	O	N	D	J	F	M	A	M	J	Jul	A	S	O	N	
<b>SCHEDULE</b>					02-Jun-15, SCHEDULE																																			
<b>DESIGN</b>					13-Oct-14, DESIGN																																			
A1000	Pre-Design	7	08-Jul-14	14-Jul-14	Pre-Design																																			
A1010	Authorization to Proceed (ATP)	0	15-Jul-14		Authorization to Proceed (ATP)																																			
A1020	Schematic Design (30%)	21	15-Jul-14	04-Aug-14	Schematic Design (30%)																																			
A1030	Plan Review - Schematic Design	5	05-Aug-14	09-Aug-14	Plan Review - Schematic Design																																			
A1040	Design Development (60%)	28	10-Aug-14	07-Sep-14	Design Development (60%)																																			
A1050	Plan Review - Design Development	5	08-Sep-14	12-Sep-14	Plan Review - Design Development																																			
A1060	90% Construction Documents	14	13-Sep-14	26-Sep-14	90% Construction Documents																																			
A1070	Plan Review - 90% Construction Documents	5	27-Sep-14	01-Oct-14	Plan Review - 90% Construction Documents																																			
A1080	100% Construction Documents	7	02-Oct-14	08-Oct-14	100% Construction Documents																																			
A1090	Plan Review - 100% Construction Documents	5	09-Oct-14	13-Oct-14	Plan Review - 100% Construction Documents																																			
A1100	Submittal of 100% CDs to Building Dept.	0		13-Oct-14	Submittal of 100% CDs to Building Dept.																																			
<b>PERMITTING</b>					08-Nov-14, PERMITTING																																			
A1110	Building Department Initial Plan Review	14	14-Oct-14	27-Oct-14	Building Department Initial Plan Review																																			
A1120	Plan Revisions by Design Professional	7	28-Oct-14	03-Nov-14	Plan Revisions by Design Professional																																			
A1130	Resubmittal of revised Plans to Building Dept.	0	04-Nov-14		Resubmittal of revised Plans to Building Dept.																																			
A1140	Building Department 2nd Plan Review	5	04-Nov-14	08-Nov-14	Building Department 2nd Plan Review																																			
A1150	Permit Approval	0		08-Nov-14	Permit Approval																																			
<b>PROCUREMENT</b>					01-Dec-14, PROCUREMENT																																			
A1160	Procurement	21	09-Nov-14	01-Dec-14	Procurement																																			
<b>CONSTRUCTION</b>					02-Jun-15, CONSTRUCTION																																			
A1170	Construction & Closeout	180	02-Dec-14	02-Jun-15	Construction & Closeout																																			

SAMPLE

█ Actual Work    
 █ Critical Remaining Work    
 ▶ Summary  
█ Remaining Work    
 ◆ Milestone



**PSA Attachment #4  
SAMPLE PERMITTING PLAN FORMAT**

Project Title: \_\_\_\_\_  
 SBBC Project Manager: \_\_\_\_\_  
 Design/Engineering Firm: \_\_\_\_\_

**Note:** The following is intended to be a guideline of the list of permits and required documents that may be required for the project; however the list is not all inclusive and it is the responsibility of the design/engineering professional to obtain all applicable permits and/or approvals.

**General Instructions:** This form is also intended to be used as a tracking mechanism for each type of permit required for the project. The design/engineering professional will be responsible for completion of this form. For each type of permit, please describe the type of application/forms required and the corresponding agency along with the other information required.

TREE PERMITS												
Item No.	Description	Agency	Responsible Party	Date of Initial Application Submittal	Agency Application Number	Date of Expected Comments	Date of Agency Comments	Date of Response to Comments	Date of Expected Comments	Date of Agency Approval	Agency Approval No. and/or Permit No.	Comments
		Broward County DPEP										
CONCEPTUAL TRAFFIC/ENGINEERING												
Item No.	Description	Agency	Responsible Party	Date of Initial Application Submittal	Agency Application Number	Date of Expected Comments	Date of Agency Comments	Date of Response to Comments	Date of Expected Comments	Date of Agency Approval	Agency Approval No. and/or Permit No.	Comments
		Broward County Traffic Engineering										
PLAT APPROVAL (if not previously recorded)												
Item No.	Description	Agency	Responsible Party	Date of Initial Application Submittal	Agency Application Number	Date of Expected Comments	Date of Agency Comments	Date of Response to Comments	Date of Expected Comments	Date of Agency Approval	Agency Approval No. and/or Permit No.	Comments
		Municipal Planning and Zoning										
		Broward County Development Dept										
SURFACE WATER MANAGEMENT												
Item No.	Description	Agency	Responsible Party	Date of Initial Application Submittal	Agency Application Number	Date of Expected Comments	Date of Agency Comments	Date of Response to Comments	Date of Expected Comments	Date of Agency Approval	Agency Approval No. and/or Permit No.	Comments
		SFWMD or										
		DPEP Water Resources Division or										
		Local drainage district										
WATER USE												
Item No.	Description	Agency	Responsible Party	Date of Initial Application Submittal	Agency Application Number	Date of Expected Comments	Date of Agency Comments	Date of Response to Comments	Date of Expected Comments	Date of Agency Approval	Agency Approval No. and/or Permit No.	Comments
		SFWMD										
		Joint Water Resources										
DREDGE AND FILL												
Item No.	Description	Agency	Responsible Party	Date of Initial Application Submittal	Agency Application Number	Date of Expected Comments	Date of Agency Comments	Date of Response to Comments	Date of Expected Comments	Date of Agency Approval	Agency Approval No. and/or Permit No.	Comments
		DPEP										
WATER DISTRIBUTION												
Item No.	Description	Agency	Responsible Party	Date of Initial Application Submittal	Agency Application Number	Date of Expected Comments	Date of Agency Comments	Date of Response to Comments	Date of Expected Comments	Date of Agency Approval	Agency Approval No. and/or Permit No.	Comments
		Broward County Health Department										
WASTE WATER COLLECTION												
Item No.	Description	Agency	Responsible Party	Date of Initial Application Submittal	Agency Application Number	Date of Expected Comments	Date of Agency Comments	Date of Response to Comments	Date of Expected Comments	Date of Agency Approval	Agency Approval No. and/or Permit No.	Comments
		Broward County DPEP										



**PSA Attachment #4  
SAMPLE PERMITTING PLAN FORMAT**

Project Title: \_\_\_\_\_  
 SBBC Project Manager: \_\_\_\_\_  
 Design/Engineering Firm: \_\_\_\_\_

**Note:** The following is intended to be a guideline of the list of permits and required documents that may be required for the project; however the list is not all inclusive and it is the responsibility of the design/engineering professional to obtain all applicable permits and/or approvals.

**General Instructions:** This form is also intended to be used as a tracking mechanism for each type of permit required for the project. The design/engineering professional will be responsible for completion of this form. For each type of permit, please describe the type of application/forms required and the corresponding agency along with the other information required.

WATER AND SEWER UTILITIES AND ENGINEERING APPROVAL												
Item No.	Description	Agency	Responsible Party	Date of Initial Application Submittal	Agency Application Number	Date of Expected Comments	Date of Agency Comments	Date of Response to Comments	Date of Expected Comments	Date of Agency Approval	Agency Approval No. and/or Permit No.	Comments
		Local Municipality										
ROAD WORK APPROVAL												
Item No.	Description	Agency	Responsible Party	Date of Initial Application Submittal	Agency Application Number	Date of Expected Comments	Date of Agency Comments	Date of Response to Comments	Date of Expected Comments	Date of Agency Approval	Agency Approval No. and/or Permit No.	Comments
		Public Works County and Local Engineering Department										
SIGNALIZATION, TRAFFIC SIGNAGE AND MARKINGS												
Item No.	Description	Agency	Responsible Party	Date of Initial Application Submittal	Agency Application Number	Date of Expected Comments	Date of Agency Comments	Date of Response to Comments	Date of Expected Comments	Date of Agency Approval	Agency Approval No. and/or Permit No.	Comments
		Broward County Traffic Engineering										
BUILDING DEPARTMENT 1												
Item No.	Description	Agency	Responsible Party	Date of Initial Application Submittal	Agency Application Number	Date of Expected Comments	Date of Agency Comments	Date of Response to Comments	Date of Expected Comments	Date of Agency Approval	Agency Approval No. and/or Permit No.	Comments
	90% REVIEW	SBBC BUILDING DEPARTMENT						DISCUSS	DISCUSS	DISCUSS	N/A	
BUILDING DEPARTMENT 2												
Item No.	Description	Agency	Responsible Party	Date of Initial Application Submittal	Agency Application Number	Date of Expected Comments	Date of Agency Comments	Date of Response to Comments	Date of Expected Comments	Date of Agency Approval	Agency Approval No. and/or Permit No.	Comments
	100% REVIEW	SBBC BUILDING DEPARTMENT										
FIRE DEPARTMENT												
Item No.	Description	Agency	Responsible Party	Date of Initial Application Submittal	Agency Application Number	Date of Expected Comments	Date of Agency Comments	Date of Response to Comments	Date of Expected Comments	Date of Agency Approval	Agency Approval No. and/or Permit No.	Comments
		FIRE DEPARTMENT										
Item No.	Description	Agency	Responsible Party	Date of Initial Application Submittal	Agency Application Number	Date of Expected Comments	Date of Agency Comments	Date of Response to Comments	Date of Expected Comments	Date of Agency Approval	Agency Approval No. and/or Permit No.	Comments
Item No.	Description	Agency	Responsible Party	Date of Initial Application Submittal	Agency Application Number	Date of Expected Comments	Date of Agency Comments	Date of Response to Comments	Date of Expected Comments	Date of Agency Approval	Agency Approval No. and/or Permit No.	Comments

## Design Professionals Invoice Format

The School Board of Broward County, Florida requires submittal of the Design Professional's invoice on the District's standard invoice forms attached to a transmittal form or letter on the Design Professional's company letterhead. Include the information and attachments described below:

1. Letterhead Containing Firm Information

- A. Firm Name
- B. Address
- C. Telephone and FAX Numbers
- D. Consultant's Invoice Reference Number

2. Address Transmittal/Letter to:

Office of Facilities and Construction  
The School Board of Broward County, Florida  
3775 SW 16<sup>th</sup> Street  
Fort Lauderdale, FL 33312  
Attention: Name of Project Manager

3. Ensure that Transmittal/Letter references the following information:

- A. Date of submittal.
- B. The Invoice Number for ATP Number (example: Invoice No. 01 for ATP No. 01).
- C. The School Board of Broward County's Purchase Order No.: (Which will be provided by the Facilities Project Manager at the beginning of the project.)
- D. Name of Facility (and Facility Number).
- E. Name of Project
- F. School Board Project Number

4. Ensure attachment of the following documents to the Transmittal/Letter:

- A. Design Professional's Invoice Form
- B. Design Professional's Reimbursable Invoice Form
- C. Copy of signature page (page 3 of 3) of the Design Professional's Authorization to Proceed.



The School Board of Broward County, Florida  
 Florida Facilities and Construction Management Department  
 3775 SW 16th Street Fort Lauderdale, FL 33312 (754) 321-1500

Design Professional  
 (Name)

Date:

Project No:

Facility Name:

Invoice No:

Project Title:

SBBC PO No.

Design Professional's

ATP No.

Remit to address:

Invoice From:

Project Manager

<b>Original Basic Fee</b>	\$
<b>Current basic fee</b>	\$

INVOICE TOTALS:

Summary	Current Fee	Previously Billed	This Invoice	Balance
Basic Services	\$	\$	\$	\$
Reimbursable	\$	\$	\$	\$
<b>Total:</b>	\$	\$	\$	\$

BASIC FEE TOTALS:

Period	Fee	Previously Billed	This Invoice	Balance
From to dates	\$	\$ % \$	% \$	%
	\$	\$ % \$	% \$	%
	\$	\$ % \$	% \$	%
	\$	\$ % \$	% \$	%
	\$	\$ % \$	% \$	%
Other Services	\$	\$ % \$	% \$	%
<b>Total Previously Billed:</b>		\$		
<b>Total Amount This Invoice:</b>			\$	
<b>Total Balance:</b>				\$

<b>Submitted By: Name:</b> Title: Date: (Signature)	<b>Certified By: Name: Title:</b> Project Manager Date: (Signature)	<b>Recommended By:</b> Name: Title: Date: (Signature)	<b>Approved By:</b> Name: Title: Date: (Signature)
--------------------------------------------------------	---------------------------------------------------------------------------	-------------------------------------------------------------	----------------------------------------------------------



The School Board of Broward County, Florida  
 Florida Facilities and Construction Management Department  
 3775 SW 16th Street Fort Lauderdale, FL 33312 (754) 321-1500

Design Professional's Reimbursable Invoice

Project No:  
 Project Title:  
 Design Professional's:  
 Remit to address:

Facility Name: Invoice No:  
 SBBC PO No.  
 ATP No.  
 Invoice From:  
 Project Manager:

Item No.	Date	Reimbursable Item	Amount
Invoice Total			\$

Receipts for each Item must be attached.

Current Contract Amount:	\$			
Total This Invoice:		\$		
Total Previously Billed:			\$	
Total Balance:				\$

Submitted By: Name: Title: Date:	Certified By: Name: Title: Project Manager Date:	Recommended By: Name: Title: Date:	Approved By: Name: Title: Date:
(Signature)	(Signature)	(Signature)	(Signature)



Design Fees for Owner Changes - PSA ATTACHMENT # 6

CONSTRUCTION CONTRACT VALUE	FEE PERCENTAGE		
	PROJECT COMPLEXITY (see Definitions Below)		
	Non Complex	Intermediate	Complex
Less than \$1M			
\$1M - <\$2M			
\$2M - <\$4M			
\$4M - <\$10M			
\$10M - <\$15M			
\$15M - <\$20M			
\$20M - \$40M			

To be Completed during Fee Negotiations

**PROJECT COMPLEXITY - DEFINITIONS**

**NON COMPLEX:**

- Includes basic architectural and/or civil work and roofing
- Electrical – 110V only
- Mechanical – simple replacement of components
- Plumbing – replacement of fixtures and immediate piping
- Civil – trenching, slabs on grade, fencing, sidewalks, landscaping

**INTERMEDIATE – (Non Complex plus)**

- Includes Architectural, Civil and MEP
- Architectural – renovations to exterior non-load bearing walls, windows, doors
- Mechanical – replacement of components and existing controls
- Fire – minor revision to sprinkler systems
- Electrical – 110/220V systems
- Plumbing – new/modifications to distribution

**COMPLEX – (Intermediate plus)**

- Includes multi-discipline work including civil, architectural, MEP, fire protection and controls system
- Mechanical - Major equipment and controls system
- Electrical – High voltage, 480V, 220V & 110V
- Fire – Sprinkler system and controls systems
- Plumbing – above & below grade

### Supplemental Services

1.0 The services listed below are normally considered to be beyond the scope of Basic Services as defined in this Agreement. If the item or items below are listed in your specific Project Scope then the items are considered Basic Services for your specific Project. If the scope of services is requested after the initial Authorization to Proceed, then standard procedure for a design scope change is to be followed to establish the cost for the change prior to the work being accomplished.

#### 2.0 Scope Items

- 2.1 Providing special analysis of the Owner's needs, and special detailed programming requirements for a project.
- 2.2 If the project needs are so unique that a special analysis of the requirements is necessary to establish a more detailed program.
- 2.3 Providing financial feasibility, or other special studies.
- 2.4 Providing planning surveys, site evaluations, or comparative studies of prospective sites.
- 2.5 Providing services relative to future facilities, systems and equipment which are not intended to be constructed as part of the current Project's construction phase.
- 2.6 Providing services to make measured drawings or partial measured drawings of the existing site or facilities.
- 2.7 Providing the services of a cost estimating firm beyond the basic services described in the contract. The choice of the estimating firm, qualifications of the firm and the terms of employment of the firm shall be approved in writing in advance by the Owner or may be the Owner's independent cost estimator.
- 2.8 Providing interior design services required for or in connection with the selection of furniture or furnishings, except equipment included in the Construction Contract and identified in the educational specifications.
- 2.9 Providing investigations and making detailed appraisals and valuations of existing facilities, and surveys or inventories required in connection with construction performed by the Owner.
- 2.10 Providing the services of one or more full-time Construction Inspector during construction; including the services of a Special Threshold Inspector.
- 2.11 Providing extended assistance beyond that provided under Basic Services for the initial start-up, testing, adjusting and balancing of any equipment or system; extended training of Owner's personnel in operation and maintenance of equipment and systems, and consultation during such training; and preparation of operating and maintenance manuals, other than those provided by the Contractor, subcontractor, or equipment manufacturer.
- 2.12 Providing consultation concerning replacement of any Work damaged or built inconsistent with the Contract Drawings, providing the cause is found by the Owner to be other than by fault of the Design Professional.
- 2.13 Providing consultation concerning replacement of any Work damaged by fire or other cause during construction, and furnishing services as may be required in connection with the replacement of such Work.

- 2.14 Preparing revisions of Schematic Design, Design Development, and Construction Document Phase Documents previously approved in writing by Owner, when so directed in writing by Owner. Standard change process to be utilized. Compensation for Supplemental Services will not be paid for revisions due to design errors or omissions. Compensation for Supplemental Services will not be paid for revisions due to bids exceeding the "fixed limit of construction cost," unless the Design Professional has previously projected cost overruns at the Design Development Phase.
- 2.15 Providing services made necessary by the default of the Contractor, or any major unanticipated defects or deficiencies in the Work of the Contractor or any Sub-contractor.
- 2.16 Preparing change orders and related documents for significant changes in the scope of the project as requested by the Owner in writing. Compensation for Supplemental Services will not be paid for revisions due to design errors or omissions.
- 2.17 Review of extensive claims by the Contractor or others relating to the Project.
- 2.18 Providing revisions in drawings, specifications or other documents required by the enactment or revision of codes, laws or regulations subsequent to the preparation of such documents.
- 2.19 Preparing to serve or serving as an expert witness in connection with any public hearing, arbitration proceeding or legal proceeding.
- 2.20 Providing services after certification to the Owner of that Final Certificate for payment, and said payment has been made to the Contractor.
- 2.21 Providing any other services not otherwise included in this Agreement or not customarily furnished in accordance with generally accepted Architectural Practice related directly to construction.
- 2.22 The Design Professional shall be compensated for reviewing re-submittals after the first re-submittal of a respective submittal as a reimbursable expense with the Owner reimbursed by the Contractor under provisions of the Contract Documents. The Owner is to be advised in writing prior to performing the third review.
- 2.23 Investigative demolition work to determine existing conditions.

## Electronic Media Requirements

All Work product for all projects, requires hard copies, electronic copies (PDF) and electronic original copies. The electronic media requirements are as listed below.

### ELECTRONIC MEDIA

#### 1.0 General Information

- 1.1 The School Board of Broward County, Florida contracts with one or more Internet bid advertising and distribution services. The Design Professional shall post the complete bid package to these services upon written notification by the Owner. The posted documents shall be read only documents and the file format shall be PDF.

#### 2.0 Software Requirements

##### 2.1 Word Processing

- 2.1.1 Provide word processing files in Microsoft Word for Windows compatible file formats including all information necessary for remote printing.

##### 2.2 Spreadsheets

- 2.2.1 Provide spreadsheet files in Microsoft Excel for windows compatible file formats including all information necessary for remote printing.

##### 2.3 Computer aided Design and Drafting

- 2.3.1 Provide all CADD files as AutoCAD 2010 files, Window's version.

#### 3.0 CAD Standards

##### 3.1 Standard plotted drawing size: 24 inch x 36 inch or 30 inch x 42 inch sheets.

- 3.1.1 All sheets within a set shall be the same size unless pre-approved otherwise. (for example survey sheets)

##### 3.2 Design Professional shall provide to the Owner the standard file naming Protocol they will be utilizing.

##### 3.3 CAD File Layering

- 3.3.1 Conform to the most up to date guidelines defined by the American Institute of Architects (AIA) standard document, "CAD Layer Guidelines."

- 3.3.2 Provide the required Layering for the Florida Inventory of Schoolhouses (F.I.S.H.) documents

- 3.3.1.1 The F.I.S.H. layering scheme is not available on-line. It can be requested through:

Facility Planning and Real Estate  
600 SE 3<sup>rd</sup> Avenue, Fort Lauderdale, FL 33312 754-321-1932

- 3.3.3 Provide a separate list of all layers which do not conform to the standard AIA CAD Layer Guidelines or the FISH layering scheme.
- 3.4 No custom hatch patterns shall be utilized.
- 3.5 All symbols and blocks to have descriptive names
- 4.0 Electronic Media Delivery Requirements
  - 4.1 Transmittals shall include the following
    - 4.1.1 The Project Number, Project Title and date
    - 4.1.2 The Facility Name
    - 4.1.3 The submittal type
    - 4.1.4 The format and version of the software.
    - 4.1.5 An attached Listing of file names with the latest document publish dates
  - 4.2 All electronic media shall contain an attached label which shall identify 4.1.1, 4.1.2, and 4.1.3.
  - 4.3 Document clean-up
    - 4.3.1 Before a CADD file is placed on the delivery electronic digital media, the following procedures shall be performed:
      - 4.3.1.1 Purge all files and remove all extraneous graphics outside the border area.
      - 4.3.1.2 Make sure all reference files are attached without device path
      - 4.3.1.3 All required project files both graphic and nongraphic, shall include color tables, pen tables, font libraries, block libraries, user command files, plot files, etc. All project related blocks must be provided to the Owner as a part of the electronic digital deliverables.
      - 4.3.1.4 Make sure that all support files such as those listed above are in the same directory and that references to those files do not include device Path.
  - 4.4 The following Plot File Development and Project Documentation Information shall be submitted as an enclosure or attachment to the transmittal letter provided with each electronic digital media submittal.
    - 4.4.1 Documentation of the plot files for each drawing which will be needed to be able to allow identical plotting by the Owner at a later date. This documentation shall include the plotter configuration (e.g., name and model of plotter), pen settings, drawing orientation, drawing

size, and any other special instructions.

4.4.2 Instructions concerning how to generate plotted, drawings from the provided plot files.

4.5 Provide all symbols and blocks used in the project in a separate files.

4.6 List of all database/spreadsheet files associated with each drawing, as well as a description and documentation of the database format.

5.0 Ownership: Refer to Agreement for specific Owner and Design Professional's rights.

6.0 Documents for the Construction Contractor:

6.1 The Owner and the Design Professional shall make various electronic information available to the Contractor during the Construction phase of the Project.

7.0 Where electronic media submittals of final site surveys are required: Provide electronic copies of any existing site survey data already on electronic media.

8.0 At the Contractors option, the Design Professional will provide the Contractor one set of AutoCAD (.dwg) electronic file format contract drawings, to be used for as built drawings at the Contractor's option. Note that the Architect's name and information to be removed.

The School Board of Broward County, Florida

RFQ # and NAME \_\_\_\_\_

**DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST AND CONFLICTING EMPLOYMENT OR CONTRACTUAL RELATIONSHIP**

In accordance with the RFQ, each Proposer must disclose, in its RFQ, the names of any employees who are employed by Proposer who are also an employee of SBBC. Persons identified below may have obligations and restrictions applicable to them under Chapter 112, Florida Statutes.

Name of Proposer's Employee	SBBC Title or Position of Proposer's Employee	SBBC Department/ School of Proposer's Employee
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Check one of the following and sign:

- I hereby affirm that there are no known persons employed by Proposer who are also an employee of SBBC.
- I hereby affirm that all known persons who are employed by Proposer, who are also an employee of SBBC, have been identified above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Name of Official

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
City, State, Zip Code

Design Professional Company Name: \_\_\_\_\_

<p><b>Monthly Utilization Reports to be Submitted to:</b>                  The School Board of Broward County, Florida                  Supplier Diversity &amp; Outreach Program                  7720 West Oakland Park Boulevard, Suite 323                  Sunrise, FL 33351-6704</p>	<p>754-321-0550 Telephone                   754-321-0934 FAX</p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------

**Monthly M/WBE Utilization Report**

This report is to be provided monthly to coincide with the Design Professionals monthly billing.

1. Reporting Period From: \_\_\_\_\_ Reporting Period To: \_\_\_\_\_

This report is to be mailed directly to the Supplier Diversity & Outreach Program.

**Design Professional Information**

ADDRESS OF DESIGN PROFESSIONAL	CONTRACT AMOUNT (if applicable)	LENGTH OF CONTRACT	CONTRACT START DATE	CONTRACT END DATE	Contract M/WBE Goal %
_____  <b>Additional services listing</b>  _____  <b>Current Totals</b>					

**SUPPLIER DIVERSITY & OUTREACH PROGRAM VENDOR INFORMATION**

NAME OF CERTIFIED M/WBE CONSULTANT	WORK DESCRIPTION	AMOUNT DRAWN/PAID TO VENDOR	AMOUNT FOR WORK PERFORMED DURING MONTH	AMOUNT PAID TO DATE	% of TOTAL PAID TO CONTRACT AMOUNT

**Current Totals** \_\_\_\_\_

Company Official's Signature & Title: \_\_\_\_\_

Phone # (\_\_\_\_\_) \_\_\_\_\_ Date: \_\_\_\_\_



Form <b>W-9</b> (Rev. August 2013) Department of the Treasury Internal Revenue Service	<h2 style="margin:0;">Request for Taxpayer Identification Number and Certification</h2>	Give Form to the requester. Do not send to the IRS.
-------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------	-----------------------------------------------------------

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____  <input type="checkbox"/> Other (see instructions) ▶ _____	Exemptions (see instructions):  Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

<b>Part I Taxpayer Identification Number (TIN)</b>															
Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center; font-size: 8px;">Social security number</td> </tr> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>	Social security number													
Social security number															
<b>Note.</b> If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center; font-size: 8px;">Employer identification number</td> </tr> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>	Employer identification number													
Employer identification number															

<b>Part II Certification</b>	
Under penalties of perjury, I certify that:	
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and 3. I am a U.S. citizen or other U.S. person (defined below), and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.	
<b>Certification instructions.</b> You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.	
<b>Sign Here</b>	Signature of U.S. person ▶ _____  Date ▶ _____

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** The IRS has created a page on [irs.gov/w9](http://irs.gov/w9) for information about Form W-9, at [www.irs.gov/w9](http://www.irs.gov/w9). Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

**Purpose of Form**

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

**Note.** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:

- in the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity,
- in the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust, and
- in the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

### Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code* on page 3 and the separate instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* on page 1.

**What is FATCA reporting?** The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the instructions for the Requester of Form W-9 for more information.

## Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

**Sole proprietor.** Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name/disregarded entity name" line.

**Partnership, C Corporation, or S Corporation.** Enter the entity's name on the "Name" line and any business, trade, or "doing business as (DBA) name" on the "Business name/disregarded entity name" line.

**Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulation section 301.7701-2(c)(2)(iii). Enter the owner's name on the "Name" line. The name of the entity entered on the "Name" line should never be a disregarded entity. The name on the "Name" line must be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on the "Name" line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the "Business name/disregarded entity name" line. If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

**Note.** Check the appropriate box for the U.S. federal tax classification of the person whose name is entered on the "Name" line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

**Limited Liability Company (LLC).** If the person identified on the "Name" line is an LLC, check the "limited liability company" box only and enter the appropriate code for the U.S. federal tax classification in the space provided. If you are an LLC that is treated as a partnership for U.S. federal tax purposes, enter "P" for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter "C" for C corporation or "S" for S corporation, as appropriate. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the "Name" line) is another LLC that is not disregarded for U.S. federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the "Name" line.

**Other entities.** Enter your business name as shown on required U.S. federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name/disregarded entity name" line.

## Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the *Exemptions box, any code(s)* that may apply to you. See *Exempt payee code and Exemption from FATCA reporting code* on page 3.

**Exempt payee code.** Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends. Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.

**Note.** If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following codes identify payees that are exempt from backup withholding:

- 1—An organization exempt from tax under section 501(c)(3), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(j)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 5 <sup>2</sup>
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.  
<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, and payments for services paid by a federal executive agency.

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements.

- A—An organization exempt from tax under section 501(c)(3) or any individual retirement plan as defined in section 7701(a)(37)
- B—The United States or any of its agencies or instrumentalities
- C—A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities
- D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Reg. section 1.1472-1(c)(1)(i)
- E—A corporation that is a member of the same expanded affiliated group as a corporation described in Reg. section 1.1472-1(c)(1)(i)
- F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

- G—A real estate investment trust
- H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940
- I—A common trust fund as defined in section 584(j)
- J—A bank as defined in section 581
- K—A broker
- L—A trust exempt from tax under section 664 or described in section 4947(a)(1)
- M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

**Part I. Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note.** See the chart on page 4 for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at [www.ssa.gov](http://www.ssa.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/businesses](http://www.irs.gov/businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting [irs.gov](http://irs.gov) or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requestor. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requestor before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requestor.

**Note.** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

**Part II. Certification**

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on the "Name" line must sign. Exempt payees, see *Exempt payee code* earlier.

**Signature requirements.** Complete the certification as indicated in items 1 through 5 below.

1. **Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.
2. **Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requestor, you must cross out item 2 in the certification before signing the form.
3. **Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.
4. **Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requestor's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).
5. **Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

**What Name and Number To Give the Requester**

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee <sup>3</sup>  The actual owner <sup>4</sup>
5. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>4</sup>
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The grantor <sup>4</sup>
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation section 1.671-4(b)(2)(ii)(B))	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or "DBA" name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see Special rules for partnerships on page 1.

\*Note. Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

**Secure Your Tax Records from Identity Theft**

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN.
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

**Protect yourself from suspicious emails or phishing schemes.** Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration at 1-800-368-4484. You can forward suspicious emails to the Federal Trade Commission at: [spam@ftc.gov](mailto:spam@ftc.gov) or contact them at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 1-877-IDTHEFT (1-877-438-4338).

Visit [IRS.gov](http://IRS.gov) to learn more about identity theft and how to reduce your risk.

**Privacy Act Notice**

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payors must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payor. Certain penalties may also apply for providing false or fraudulent information.



The School Board of Broward County, Florida  
ACH Payment Agreement Form (ACH CREDITS)

VENDOR NAME:

**Authorization Agreement**

I (we) hereby authorize The School Board of Broward County to initiate automatic deposits (credits) to my account at the financial institution named below. Additionally, I authorize The School Board of Broward County to make the necessary debit entries/adjustments in the event that a credit entry is made in error.

Further, I agree not to hold The School Board of Broward County responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

This agreement will remain in effect until The School Board of Broward County receives written notification of cancellation from me or my financial institution and that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

**Account Information**

Name of Bank or Financial Institution: \_\_\_\_\_

Branch/ State: \_\_\_\_\_

Routing No: \_\_\_\_\_

Account No: \_\_\_\_\_  
Checking  Savings

VENDOR AREA:  
Remittance Confirmation: (please select one) \_\_\_\_\_  
Fax  Email

Federal Identification No. Vendor \_\_\_\_\_  
TAX ID#  SS#

**Update Purchase Order Fax & Email Address**

Centralized Fax Number \_\_\_\_\_ Dept. \_\_\_\_\_

Centralized Email \_\_\_\_\_ Dept. \_\_\_\_\_

Centralized Phone No. \_\_\_\_\_ Dept. \_\_\_\_\_

**Signature**

Authorized Signature  
(Primary) and Business title: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature  
(Joint) and Business title: \_\_\_\_\_ Date: \_\_\_\_\_

Please attach a VOIDED check to verify bank details and routing number.

This form must be returned to: SBBC – Purchasing – Data Strategy Group  
7720 W. Oakland Park Blvd, Sunrise FL 33351 call: 754-321-0516 or fax # 754-321-0533

**For Use by DATA STRATEGY GROUP**

Vendor Account# \_\_\_\_\_ Date Entered \_\_\_\_\_ Initials: \_\_\_\_\_

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
SWORN STATEMENT PURSUANT TO SECTION 287.087, FLORIDA STATUTES, AS CURRENTLY ENACTED OR AS  
AMENDED FROM TIME TO TIME, ON PREFERENCE TO BUSINESSES WITH DRUG-FREE WORKPLACE  
PROGRAMS.**

**THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC  
OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.**

This sworn statement is submitted to The School Board of Broward County, Florida,

by \_\_\_\_\_  
(Print individual's name and title)

for \_\_\_\_\_  
(Print name of entity submitting sworn statement)

whose business address is

\_\_\_\_\_

and (if applicable) its Federal Employer Identification Number (FEIN) is \_\_\_\_\_  
(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:  
\_\_\_\_\_.)

I certify that I have established a drug-free workplace program and have complied with the following:

1. Published a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Informed employees about the dangers of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Given each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notified the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five days after such conviction.
5. Will impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.
6. Am making a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Personally Known \_\_\_\_\_  
OR Produced identification \_\_\_\_\_  
(Type of identification)

\_\_\_\_\_  
(Signature)  
Notary Public - State of \_\_\_\_\_  
My commission expires \_\_\_\_\_

\_\_\_\_\_  
(Printed, typed or stamped commissioned name of notary public)

## ERRORS AND OMISSIONS PROCESS

### DEFINITIONS

**Construction Change Order Item (“COP”):** A document (Document 01250g) which identifies a change to the Scope of Work of the Project and/or Contract Time, which may increase or reduce Contract Sum.

**Contract Sum:** The initial construction cost identified in the agreement between the Contactor and Owner for constructing the Scope of Work.

**Change Order:** A document presented to the Owner for approval and which consists of one or more COIs.

**Project Consultant Error.** A Change Order Category which changes the Scope of Work and/or Contract Time as a result of contract documents that call for items which are incorrect (wrong dimensions; incorrectly sized pipe, duct, and equipment; conflicts and interferences; etc.).

**Project Consultant Omission.** A Change Order Category which changes the Scope of Work and/or Contract Time as a result of a contract document that fails to include items necessary to the project, of which the Project Consultant should have been aware (utilities to equipment, missing architectural details, etc.).

**E&O:** Means or refers to Project Consultant Errors and/or Project Consultant Omissions as described herein above.

**Owner’s Request.** A Change Order Category which changes the Scope of Work and/or Contract Time as a result of a change approved by the Owner resulting from new and/or revised criteria, mission change, etc.; or a technical or administrative decision that results in a finished product equivalent to that originally required, where the original design is correct (relocating doors or equipment, changing types of material or equipment, etc.); or a phase design and/or construction change to the original scope of work of the project; or a value engineering change initiated by the construction contractor.

**Premium Costs:** The additional cost of a construction contract change that would not have been incurred if the work had been included in the original contract. More specifically, Premium Costs are dollar amounts paid for “non-value added work” that is required to correct a Project Consultant's E&O. Non-value added work includes, but is not limited to, delays, inefficiencies, rework, or extra work as shown below, other than costs caused by the contractor and/or his subcontractors or suppliers or by other parties not under the control of the Project Consultant. Non-value added work can occur in three distinct situations:

- 1) Work delays or inefficiencies. The Premium Costs are costs the Owner paid or will pay to the contractor for delays or inefficiency damages caused by E&O;
- 2) Rework. The Premium Costs are the dollar amount of the original items of work that have to be removed and the costs to remove these items; and

- 3) Extra Work. The Premium Costs are the net difference between the final prices the Owner agrees to pay to the contractor and the cost the Owner would have incurred had the extra work been included in the original bid at letting.

**Scope of Work:** The work identified in the Construction Documents to be performed by the Contractor pursuant to the construction contract between Contractor and Owner.

**Unforeseen condition.** A Change Order Category which changes the Scope of Work and/or Contract Time as a result of an existing physical condition that conflicts with new work (underground utilities and rock, conflicts concealed in wall or ceiling), which could not reasonably have been determined by the Project Consultant during design.

**Other:** Definitions of additional terms appropriate to the legal approach underlying the agency’s treatment of design errors and omissions and recoverable costs.

The School Board of Broward County (SBBC) recognizes that no design can be 100-percent “perfect,” but the consultant is expected to exercise reasonable care in its work. Even the best of contracts and work performance will produce some errors and omissions.

SBBC pledges to work with consultants in good faith and on the basis of trust and respect in fulfilling the contracted design.

Problems in design will be communicated quickly to the consultant. The consultant will be involved in helping to resolve the matter and mitigate the potential damages.

SBBC will maintain good communication with the design consultant continually throughout the contract. (Misunderstandings in performance expectations often arise from lack of good communication.)

SBBC shall consider all relevant facts and information surrounding the consultant’s agreement and design performance, including mitigating circumstances.

SBBC’s priority is to avoid errors and omissions claims in the first place and the desire is to resolve E&O claims administratively rather than through litigation. Legal action is viewed as a last resort.

SBBC will seek to resolve design problems at the lowest organizational level possible.

Errors and Omissions Process:

<b>Step and Level</b>	<b>Actions</b>
1.Discovery (Any Level)	SBBC becomes aware of a problem on the project, and conducts an initial review of circumstances to assess whether the problem is likely a) design-related, b)



	<p>construction, or c) due to other causes that are not the responsibility of the design consultant or the contractor. The assumption is to determine that the problem is design-related.</p>
2.Initial Notification	<p>SBBC notifies consultant, requests involvement. Consultant responds to request, advises on problem.</p>
3. Investigation and Decision on Liability (i.e., responsibility for negligent performance) and Resulting Damages.	<p>SBBC and consultant maintain communication regarding problem. SBBC investigates likelihood of error or omission resulting from design consultant's negligence. SBBC also considers other factors that may influence potential consultant liability, for or against. If E &amp; O issues are identified, SBBC assesses the type and extent of potential damages due to errors or omissions.</p> <p>If SBBC determines that damages have occurred as the result of design E &amp; O, SBBC estimates the premium costs that reflect damages. SBBC evaluates cost-effectiveness of recovery, other influencing factors. SBBC's legal office is consulted prior to decision on consultant liability and cost recovery.</p>
4.Notification to Consultant of SBBC Decision	<p>SBBC decides whether cost recovery will be undertaken, based upon factors evaluated in Step 3 above.</p> <p>SBBC communicates decision to consultant.</p>
5.Review Meeting	<p>SBBC schedules meeting of district review panel (membership defined in E &amp; O procedure).</p> <p>Panel assessment and decision on consultant liability and extent of damages. SBBC communicates decision to consultant, notifies consultant of options.</p>
6.Alternate Dispute Resolution (ADR)	<p>SBBC and consultant participates in ADR. Procedures (including possible cost sharing) defined in SBBC E &amp; O procedure, agreed to by consultant.</p>
7.Recovery and Collection	<p>If consultant agrees to restitution of damages at any point above, SBBC advises consultant on procedure and processes payment.</p>

	Release and Settlement Agreement executed. Monetary payments credited to project in which E & O issue occurred.
8. Litigation	SBBC technical staff provide legal office with file documentation.

**REQUIRED RESPONSE FORM - Proposer Information**

RFQ Issued Date: \_\_\_\_\_ Title of Request or Solicitation: \_\_\_\_\_

Note: For Joint Venture Proposals, see instructions at the bottom of this page.

**PROPOSER INFORMATION**

PROPOSER'S (COMPANY) NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY, STATE AND ZIP CODE: \_\_\_\_\_

PROPOSER TELEPHONE: \_\_\_\_\_ PROPOSER FAX: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

CONTACT TELEPHONE: \_\_\_\_\_ CONTACT FAX: \_\_\_\_\_

E-MAIL ADDRESS TO SEND PURCHASE ORDERS TO: \_\_\_\_\_

INTERNET E-MAIL ADDRESS: \_\_\_\_\_ INTERNET URL: \_\_\_\_\_

PROPOSER FIRM - TAX IDENTIFICATION NUMBER: \_\_\_\_\_

**Proposal Certification**

I hereby certify that:

1. I am submitting the following information as my Firm's Qualifications and I am an Officer of the Firm.
2. Proposer has not discussed, or compared the Qualifications with other Proposers and has not colluded with any other Proposer.
3. Proposer, its principals, or their lobbyists has not provided any campaign contributions to School Board Members during the period in which the Proposer is attempting to qualify, to provide Design Services to the School Board. This period of limitation shall commence at the time of the "cone of silence" period for any solicitation for a competitive procurement as described by:
  - School Board Policy 3320, Part II, Section HH
  - School Board Policy 1007, Section 5.4 Campaign Contribution Fundraising
4. Proposer acknowledges that all information contained herein is part of the public record as defined by the State of Florida Sunshine and Public Records Laws.
- 5 All responses, data and information contained in this Proposal are true and accurate
6. Proposer agrees to acceptance of the contents of all pages in this Request for Qualifications (RFQ) including all attachments and the contents of all issued Addenda.
7. Proposer agrees to be bound to all terms, conditions and requirements identified in the Request for Qualifications, its Addenda and its Attachments.
8. The Proposer understands that everything contained herein are requirements of this RFQ and failure to comply will result in disqualification of the Qualifications submitted.

\_\_\_\_\_  
Signature of Proposer's Officer (blue ink preferred on original)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Proposer's Officer

\_\_\_\_\_  
Title of Proposer's Officer.

**JOINT VENTURES:** In the event multiple Proposers submit a joint Proposal in response to the RFQ, a single Proposer shall be identified as the Prime Proposer. If offering a joint Proposal, Prime Proposer must include the name and address of all parties of the joint Proposal. Prime Proposer shall provide all bonding and insurance requirements, execute any Contract, complete the **REQUIRED RESPONSE FORM** shown herein, have overall and complete accountability to resolve any dispute arising within this contract. Only a single contract with one Proposer shall be acceptable. Prime Proposer responsibilities shall include, but not be limited to, performing of overall contract administration, preside over other Proposers participating or present at SBBC meetings, oversee preparation of reports and presentations, and file any notice of protest and final protest as described herein. Prime Proposer shall also prepare and present a consolidated invoice(s) for services performed. SBBC shall issue only one check for each consolidated invoice to the Prime Proposer for services performed. Prime Proposer shall remain responsible for performing services associated with response to this RFQ.

Firm: \_\_\_\_\_

RFQ #: \_\_\_\_\_

**Scope of Available Services Form**

(Both of these columns can be yes)

Scope of Services	In House Services (yes or no)	Consultant
Architecture		
Civil Engineering		
Electrical Engineering		
Land Surveying		
Mechanical Engineering		
Structural Engineering		
Landscape Design		
Site Analysis and Planning		
Plumbing Design		
Other		



The School Board of Broward County, Florida  
Procurement and Warehousing Department  
7720 W. Oakland Park Blvd., Suite 323  
Sunrise, Florida 33351

(754) 321-0505

**Document 00220a: Proposer's Request for Information**

To: **Purchasing Agent**  
**Procurement and Warehousing Department**  
**7720 W. Oakland Park Blvd., Suite 323**  
**Sunrise, Florida 33351**

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

(For Owner's Use Only)  
**Bidder's**  
**RFI No.:**

Project: \_\_\_\_\_  
Facility Name: \_\_\_\_\_

Project Number &  
Location Number: \_\_\_\_\_  
Project Consultant: \_\_\_\_\_

**Category:**

- Information not shown on RFQ Documents
- Interpretation of RFQ Documents
- Conflict in RFQ Requirements
- Coordination

**Subject:** \_\_\_\_\_

**Description:**

**Attachments:**

**Bidder:**

Company Name  
& Address:

Phone:

**By:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

## Attachment G - Project Scope of Work

Wingate Oaks Center  
1211 NW 33<sup>rd</sup> Terrace  
Fort Lauderdale FL 33311

Project Number: P-0016xx (TBD)  
Project Description: Design & Renovation  
RFP Number: 16-155C

**Prepared for:** The School Board of Broward County

600 SE 3<sup>rd</sup> Ave  
Ft Lauderdale, FL 33301

**Prepared by:** **HEERY**

A group of professional service practices  
999 Peachtree St, NE  
Atlanta, Georgia 30309

## Contents

Attachment G - Project Scope of Work.....	1
1.0.0 Executive Summary.....	3
2.0.0 Wingate Oak Center.....	4
2.1.0 Project Scope of Work .....	4
2.2.0 Site Summary .....	5
2.3.0 FISH Documents.....	6
2.3.1 FISH Summary Report.....	6
2.3.2 FISH Inventory.....	8
2.3.3 FISH Site Plan .....	28
2.3.4 FISH Building Plan.....	29
2.4.0 Facility Assessments and Budgetary Documentation.....	30
2.4.1 Adopted District Educational Facilities Plan (DEFP).....	31
2.4.3 MAPPS Deficiency Listing.....	35
2.4.4 MAPPS Deficiency Data.....	41
2.4.5 MAPPS Deficiency Detail.....	43

## 1.0.0 Executive Summary

On November 4, 2014, Broward County voters approved a General Obligation Bond (Bond) referendum that provides critically needed funding for Broward's students. Broward County Public Schools has committed to investing the funding to enhance students' learning environments by focusing on improvements in Safety, Music, Art, Athletics, Renovations and Technology (SMART).

To ensure equity among schools regarding Broward County Public Schools SMART initiative, a comprehensive Facility Needs Assessment was conducted Districtwide. The Needs Assessment provided an objective, data-driven overview of the District as a whole, as well as a strategic planning tool for prioritizing the most critical needs facing our schools for safety and security; repairs and renovations; and technology and technology infrastructure.

Based on the Facility Needs Assessment, Wingate Oaks Center was found to require renovations to multiple facility components. The key objectives are 1) to thoroughly plan the work to allow normal school activities to continue without interruption with a focus on safety and completing work as soon as possible, and 2) to capitalize on 2016 Summer break and 2017 Summer break to complete portions of scope when students are not on campus.

Included in this project scope of work is:

### Wingate Oaks Center

- Fire Alarm
- Media Center Improvements
- Replacement of HVAC Equipment in Buildings 1, 2, 4, & 5
- Building Envelope Improvements



## 2.0.0 Wingate Oak Center

### 2.1.0 Project Scope of Work

The scope of work is broken down in accordance with the Approved District Educational Facility Plan SMART Program. The scope is presented as overall site deficiencies with specific trades called out when possible. Additionally, the scope of services specific to each campus building is itemized in section 2.4.0 facility assessment reports with specific trades called out when possible for reference purposes only.

**The Design Team is responsible for confirming all areas within the scope of work and necessary quantities and component sizes relevant to the campus renovations.** The scope of work is limited to that which is being funded by the General Obligation Bond or agreed upon alternatives with the designated representatives of the school district.

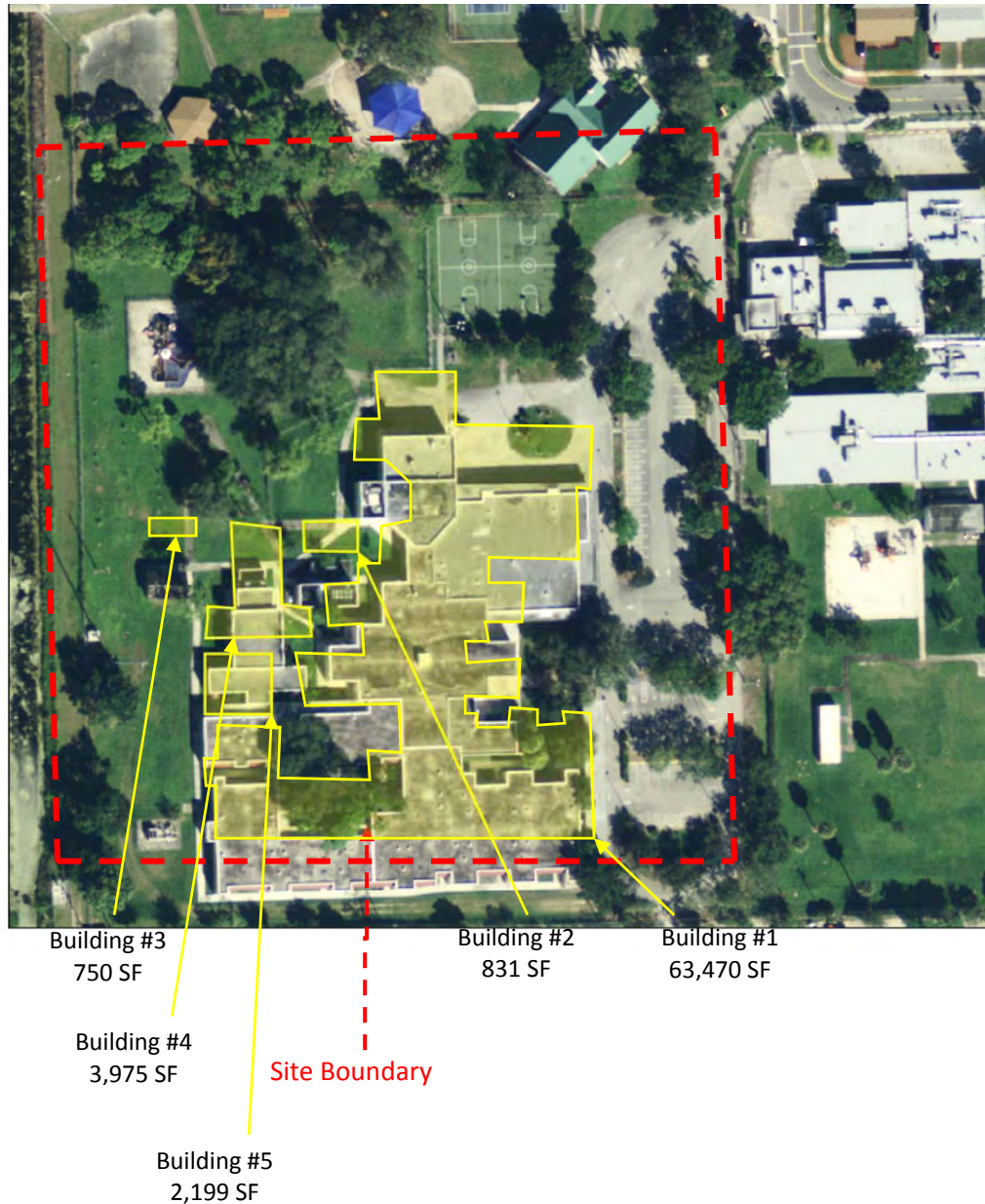
The Design Team shall be responsible for the full design of a complete replacement of the Fire Alarm System for the campus, which shall meet all applicable codes and SREF design requirements. The fire alarm system is viewed as a mission critical concern of the highest priority level.

The Design Team shall be responsible for the full design of the Media Center renovation with equipment and flooring upgrades based on the condition of the existing facilities. The Designer shall work with the designated representatives of the school district to identify and perform remodeling of this space. These renovations may include but are not limited to typical design disciplines and may require specialty trades. Refer to Section 2.4.1 ADEFP for budgeted SMART program allocation.

The facility assessment determined various envelope and building systems to require replacement. This scope includes, but not limited, to multiple building roofing repairs, and HVAC building system equipment replacement in Buildings 1, 2, 4, and 5. In addition to the identified deficiencies found in section 2.4.0, the Design Team is responsible for working with the designated representatives of the school district to identify additional deficiencies related to the envelope, indoor air quality, lighting, and HVAC systems. The facility assessment reports stand as initial budgeted concerns, but does not serve as the limits of scope of work for the project renovation.

### 2.2.0 Site Summary

Wingate Oaks Center is an existing school originally built in 1974 with expansion and renovation having taken place in 1978, 1989, and 1991. The campus currently encompasses five (5) buildings with an approximate square footage of 65,952 SF.



2.3.0 FISH Documents

2.3.1 FISH Summary Report



**FLORIDA INVENTORY OF SCHOOL HOUSES (FISH)**

**FLORIDA DEPARTMENT OF EDUCATION  
EDUCATIONAL FACILITIES  
AGENCY USE REPORT**

ORGANIZATION: 6-BROWARD COUNTY SCHOOL DISTRICT  
GROUP BY: DISTRICT

DISTRICT : 6 BROWARD COUNTY SCHOOL DISTRICT

FACILITY USE	DESCRIPTION	FACILITIES	PARCELS	TOTAL SATIS STU STA	FULL CAPACITY	SATIS PERM STU STA	CAPACITY OF PERMANENT FACILITIES	COFTE
--------------	-------------	------------	---------	---------------------	---------------	--------------------	----------------------------------	-------

Facility use codes that are instructional:

02	PRE-K E S E	0	0	0	0	0	0	0.00
03	KINDERGARTEN	0	0	0	0	0	0	0.00
04	ELEMENTARY	139	140	123,737	123,737	114,003	114,003	99,408.47
05	MIDDLE	38	39	66,577	59,919	56,921	51,228	46,348.52
06	JUNIOR HIGH	0	0	0	0	0	0	0.00
07	SENIOR HIGH	28	29	83,967	79,768	72,727	69,090	62,886.54
08	EXCEPTIONAL STUDENT	7	7	2,325	2,325	1,875	1,875	851.66
09	COMBINATION	6	6	9,632	8,668	9,434	8,490	6,154.53
10	ALTERNATIVE EDUCATION	3	3	1,539	1,539	1,052	1,052	439.40
11	ADULT EDUCATION	1	1	1,300	1,950	775	1,162	901.23
20	VOCATIONAL TECHNICAL	3	6	5,622	6,746	4,937	5,924	10,002.05
<b>TOTALS :</b>		<b>225</b>	<b>231</b>	<b>294,699</b>	<b>284,652</b>	<b>261,724</b>	<b>252,824</b>	<b>226,992.40</b>

Facility use codes that are sometimes instructional and sometimes non-instructional:

01	VACANT	4	4	1,292	0	1,177	0	0.00
18	JOINT USE	1	1	0	0	0	0	0.00
21	STATE SCHOOL	0	0	0	0	0	0	0.00



## FLORIDA INVENTORY OF SCHOOL HOUSES (FISH)

### FLORIDA DEPARTMENT OF EDUCATION EDUCATIONAL FACILITIES AGENCY USE REPORT

DISTRICT : 6 BROWARD COUNTY SCHOOL DISTRICT								
FACILITY USE	DESCRIPTION	FACILITIES	PARCELS	TOTAL SATHU STA	FULL CAPACITY	SATHU STA PERM	CAPACITY OF PERMANENT FACILITIES	COFTE
23	LEASED TO ANOTHER ENTITY	1	1	0	0	0	0	0.00
24	AGRICULTURE FARM	0	0	0	0	0	0	0.00
<b>TOTALS :</b>		6	6	1,292	0	1,177	0	0.00

Facility use codes that are non-instructional:

12	COUNTY ADMINISTRATION	10	11	516	0	516	0	0.00
13	WAREHOUSE	1	1	0	0	0	0	0.00
14	MAINTENANCE	6	6	0	0	0	0	0.00
15	TRANSPORTATION	3	3	0	0	0	0	0.00
16	FOOD SERVICE	0	0	0	0	0	0	0.00
17	COMMUNITY SERVICE	0	0	0	0	0	0	0.00
19	MULTIPLE USE SUPPORT	4	4	0	0	0	0	0.00
22	OTHER	0	0	0	0	0	0	0.00
<b>TOTALS :</b>		24	25	516	0	516	0	0.00
<b>GRAND TOTAL :</b>		255	262	296,507	284,652	263,417	252,824	226,992.40

2.3.2 FISH Inventory

**FLORIDA INVENTORY OF SCHOOL HOUSES (FISH)**  
**FACILITY INVENTORY REPORT**



ORGANIZATION: 6-BROWARD COUNTY SCHOOL DISTRICT  
FACILITY: WINGATE OAKS CENTER  
FACILITY USE: ALL

DISTRICT: 6 BROWARD COUNTY SCHOOL DISTRICT  
FACILITY: 78-A WINGATE OAKS CENTER

Primary Use: EXCEPTIONAL      Grades Housed: PK - 12      DOE Validation Date:  
STUDENT

Capital Outlay Classification: SCHOOL RECOMMENDED FOR CONTINUED USE

**MASTER SCHOOL ID**

MSID	Name	Status
991	WINGATE OAKS CENTER	Default

**CAPITAL OUTLAY FTE**

Year: 2013 / 2014							
PK: 0.00	01: 3.00	03: 1.00	05: 0.00	07: 2.00	09: 5.00	11: 5.00	PK-12: 66.00
KG: 1.00	02: 3.50	04: 2.00	06: 5.00	08: 4.00	10: 4.00	12: 30.50	Adult: 0.00
							Total: 66.00

**SCHOOL CAPACITY**

SCHOOL CAPACITY	YEAR ROUND CAPACITY	UTILIZATION FACTOR	PRIMARY USE
285	342	1.00	EXCEPTIONAL STUDENT

# FLORIDA INVENTORY OF SCHOOL HOUSES (FISH)

## FACILITY INVENTORY REPORT



**PARCEL: 79**

1211 NW 33RD TERRACE  
FORT LAUDERDALE, FL 33311

Parking: PARTIALLY DEVELOPED	Owner: SCHOOL BOARD	Fire: 9
Athletic: NO ATHLETIC FACILITY	Water: PUBLIC	Police: CITY
Sewage: ON-SITE PLANT	Plan: COMPACT	Drainage: ADEQUATE
Landscape: PARTIALLY DEVELOPED	Playground: INCLUDED WITH SITE	Acreage: 20.00
Date Acquired: 1/1/1958		Lease Expiration Date:

**DISTRICT: 6 BROWARD COUNTY SCHOOL DISTRICT**  
**FACILITY: 78-A WINGATE OAKS CENTER**  
**BUILDING: 1 - Building Number 00001**

Owner: SCHOOL BOARD	Light: ADEQUATE	Cooling: CENTRAL
Use: EXCEPTIONAL STUDENT	Mech Vent: ADEQUATE	Heat Source: ELECTRIC
Year Constructed: 1974	Artificial Lighting: SHIELDED FLORESCENT	Heat Distribution: CENTRAL HOT AIR
Year Modified: 1991	Educational TV: FIXED SERVICE TRANSMITTER/RECEIVER	Heat Capacity: ADEQUATE
Average Age NSF: 1980	Intercom: TWO WAY COMPLETE	Walls: STUCCO
Relocatable Units: 0	Telephone: PARTIAL SYSTEM	Struct Comp: COMBINATION OF 1-3
Stories: 1		Corridor: DOUBLE INSIDE

ROOM	NET SQ FT	DESIGN CODE	DESCRIPTION	STU STA	FLR LOC	FLOOR COVER	YEAR CONST	CONDITION	BLDG	PAR	FAC
001	210	700	INSIDE CIRCULATION	0	01	COMPOSITION TILE	1974	SATISFACTORY	1	79	78
002	1741	700	INSIDE CIRCULATION	0	01	COMPOSITION TILE	1974	SATISFACTORY	1	79	78
003	528	700	INSIDE CIRCULATION	0	01	COMPOSITION TILE	1974	SATISFACTORY	1	79	78

Page 2 of 20

Report Date: 11/6/2014 4:17:00 PM

# FLORIDA INVENTORY OF SCHOOL HOUSES (FISH)

## FACILITY INVENTORY REPORT



004	1462	700	INSIDE CIRCULATION	0	01	COMPOSITION TILE	1974	SATISFACTORY	1	79	78
005	72	700	INSIDE CIRCULATION	0	01	COMPOSITION TILE	1974	SATISFACTORY	1	79	78
006	49	700	INSIDE CIRCULATION	0	01	COMPOSITION TILE	1974	SATISFACTORY	1	79	78
007	456	700	INSIDE CIRCULATION	0	01	COMPOSITION TILE	1974	SATISFACTORY	1	79	78
008	1502	700	INSIDE CIRCULATION	0	01	COMPOSITION TILE	1974	SATISFACTORY	1	79	78
100	172	701	COVERED WALKWAY	0	01	CONCRETE	1974	SATISFACTORY	1	79	78
100A	1920	701	COVERED WALKWAY	0	01	CONCRETE	1974	SATISFACTORY	1	79	78
100B	3149	701	COVERED WALKWAY	0	01	CONCRETE	1974	SATISFACTORY	1	79	78
100C	54	701	COVERED WALKWAY	0	01	CONCRETE	1974	SATISFACTORY	1	79	78
100D	3347	701	COVERED WALKWAY	0	01	CONCRETE	1974	SATISFACTORY	1	79	78
101	404	304	RECEPTION AREA	0	01	COMPOSITION TILE	1974	SATISFACTORY	1	79	78
101A	56	312	COMPUTER AREA	0	01	CARPET	1974	SATISFACTORY	1	79	78
102	256	303	SECRETARIAL SPACE	0	01	CARPET	1974	SATISFACTORY	1	79	78
102A	141	306	CONFERENCE ROOM	0	01	CARPET	1974	SATISFACTORY	1	79	78
102B	126	314	ITINERANT OFFICE	0	01	CARPET	1974	SATISFACTORY	1	79	78
102D	149	309	VAULT/STUDENT RECORDS	0	01	COMPOSITION TILE	1974	SATISFACTORY	1	79	78
102E	130	314	ITINERANT OFFICE	0	01	CARPET	1974	SATISFACTORY	1	79	78
102F	173	301	ASSISTANT PRINCIPAL/OTHER OFFICE	0	01	CARPET	1974	SATISFACTORY	1	79	78
103	299	303	SECRETARIAL SPACE	0	01	CARPET	1974	SATISFACTORY	1	79	78
103A	28	309	VAULT/STUDENT RECORDS	0	01	CARPET	1974	SATISFACTORY	1	79	78
103B	152	309	VAULT/STUDENT RECORDS	0	01	CARPET	1974	SATISFACTORY	1	79	78
103C	80	301	ASSISTANT PRINCIPAL/OTHER OFFICE	0	01	CARPET	1974	SATISFACTORY	1	79	78
103D	175	301	ASSISTANT PRINCIPAL/OTHER OFFICE	0	01	CARPET	1974	SATISFACTORY	1	79	78
103E	211	305	PRODUCTION WORKROOM	0	01	CARPET	1974	SATISFACTORY	1	79	78

Report Date: 11/6/2014 4:17:00 PM

Page 3 of 20

# FLORIDA INVENTORY OF SCHOOL HOUSES (FISH)

## FACILITY INVENTORY REPORT



103F	150	306	CONFERENCE ROOM	0	01	CARPET	1974	SATISFACTORY	1	79	78
103G	101	819	STAFF RESTROOM (MALE)	0	01	CERAMIC TILE	1974	SATISFACTORY	1	79	78
103H	101	820	STAFF RESTROOM (FEMALE)	0	01	CERAMIC TILE	1974	SATISFACTORY	1	79	78
104	242	303	SECRETARIAL SPACE	0	01	CARPET	1974	SATISFACTORY	1	79	78
104A	251	301	ASSISTANT PRINCIPAL/OTHER OFFICE	0	01	CARPET	1974	SATISFACTORY	1	79	78
104B	240	302	BOOKKEEPING OFFICE	0	01	CARPET	1974	SATISFACTORY	1	79	78
104C	180	301	ASSISTANT PRINCIPAL/OTHER OFFICE	0	01	CARPET	1974	SATISFACTORY	1	79	78
105	136	307	CLINIC	0	01	COMPOSITION TILE	1974	SATISFACTORY	1	79	78
105A	119	814	STUDENT RESTROOM (BOTH SEXES)	0	01	CERAMIC TILE	1974	SATISFACTORY	1	79	78
105B	32	308	GENERAL SCHOOL STORAGE	0	01	COMPOSITION TILE	1974	SATISFACTORY	1	79	78
105C	72	308	GENERAL SCHOOL STORAGE	0	01	COMPOSITION TILE	1974	SATISFACTORY	1	79	78
105D	140	307	CLINIC	0	01	COMPOSITION TILE	1974	SATISFACTORY	1	79	78
106	83	308	GENERAL SCHOOL STORAGE	0	01	COMPOSITION TILE	1974	SATISFACTORY	1	79	78
107	170	368	TEXTBOOK STORAGE	0	01	COMPOSITION TILE	1974	SATISFACTORY	1	79	78
112	869	63	E S E VOCATIONAL	12	01	COMPOSITION TILE	1974	SATISFACTORY	1	79	78
112A	47	814	STUDENT RESTROOM (BOTH SEXES)	0	01	CERAMIC TILE	1974	SATISFACTORY	1	79	78
112B	32	814	STUDENT RESTROOM (BOTH SEXES)	0	01	CERAMIC TILE	1974	SATISFACTORY	1	79	78
112C	30	700	INSIDE CIRCULATION	0	01	COMPOSITION TILE	1974	SATISFACTORY	1	79	78
113	825	63	E S E VOCATIONAL	12	01	COMPOSITION TILE	1974	SATISFACTORY	1	79	78
113A	32	814	STUDENT RESTROOM (BOTH SEXES)	0	01	CERAMIC TILE	1974	SATISFACTORY	1	79	78
114	734	61	E S E PART-TIME	15	01	COMPOSITION TILE	1974	SATISFACTORY	1	79	78
114A	284	66	E S E SUPPLEMENTARY INSTRUCTION	0	01	COMPOSITION TILE	1974	SATISFACTORY	1	79	78
114B	60	805	KILN	0	01	COMPOSITION TILE	1974	SATISFACTORY	1	79	78
114C	30	814	STUDENT RESTROOM (BOTH SEXES)	0	01	CERAMIC TILE	1974	SATISFACTORY	1	79	78

Report Date: 11/6/2014 4:17:00 PM

Page 4 of 20



# FLORIDA INVENTORY OF SCHOOL HOUSES (FISH)

## FACILITY INVENTORY REPORT



115	91	334	CUSTODIAL EQUIPMENT STORAGE	0	01	CONCRETE	1974	SATISFACTORY	1	79	78
116	70	332	CUSTODIAL WORK AREA	0	01	CERAMIC TILE	1974	SATISFACTORY	1	79	78
117	30	703	ELECTRICAL ROOM	0	01	CONCRETE	1974	SATISFACTORY	1	79	78
118	1294	380	LIBRARY (READING ROOM/STACKS)	0	01	CARPET	1974	SATISFACTORY	1	79	78
118A	193	301	ASSISTANT PRINCIPAL/OTHER OFFICE	0	01	CARPET	1974	SATISFACTORY	1	79	78
118B	40	384	PERIODICAL STORAGE	0	01	COMPOSITION TILE	1974	SATISFACTORY	1	79	78
118C	125	306	CONFERENCE ROOM	0	01	CARPET	1974	SATISFACTORY	1	79	78
118D	364	385	CLOSED CIRCUIT TV LAB	0	01	CARPET	1974	SATISFACTORY	1	79	78
118E	518	381	MEDIA TECHNICAL PROCESSING	0	01	CARPET	1974	SATISFACTORY	1	79	78
118F	194	383	AUDIO VISUAL STORAGE	0	01	CERAMIC TILE	1974	SATISFACTORY	1	79	78
118G	61	803	INSTRUCTIONAL DARKROOM	0	01	COMPOSITION TILE	1974	SATISFACTORY	1	79	78
118H	147	388	MEDIA COPYING ROOM	0	01	COMPOSITION TILE	1974	SATISFACTORY	1	79	78
118J	250	388	MEDIA COPYING ROOM	0	01	COMPOSITION TILE	1974	SATISFACTORY	1	79	78
122	131	307	CLINIC	0	01	COMPOSITION TILE	1974	SATISFACTORY	1	79	78
122A	124	815	STUDENT RESTROOM (MALE)	0	01	CERAMIC TILE	1974	SATISFACTORY	1	79	78
122B	135	816	STUDENT RESTROOM (FEMALE)	0	01	CERAMIC TILE	1974	SATISFACTORY	1	79	78
122C	42	808	MATERIAL STORAGE	0	01	CERAMIC TILE	1974	SATISFACTORY	1	79	78
124	805	301	ASSISTANT PRINCIPAL/OTHER OFFICE	0	01	COMPOSITION TILE	1974	SATISFACTORY	1	79	78
124A	59	808	MATERIAL STORAGE	0	01	COMPOSITION TILE	1974	SATISFACTORY	1	79	78
124B	120	821	STAFF RESTROOM (BOTH SEXES)	0	01	CERAMIC TILE	1974	SATISFACTORY	1	79	78
125	784	301	ASSISTANT PRINCIPAL/OTHER OFFICE	0	01	COMPOSITION TILE	1974	SATISFACTORY	1	79	78
125A	45	808	MATERIAL STORAGE	0	01	COMPOSITION TILE	1974	SATISFACTORY	1	79	78
125B	73	821	STAFF RESTROOM (BOTH SEXES)	0	01	CERAMIC TILE	1974	SATISFACTORY	1	79	78
126	60	67	E S E OBSERVATION BOOTH	0	01	CARPET	1974	SATISFACTORY	1	79	78

Report Date: 11/6/2014 4:17:00 PM

Page 5 of 20

# FLORIDA INVENTORY OF SCHOOL HOUSES (FISH)

## FACILITY INVENTORY REPORT



127	105	308	GENERAL SCHOOL STORAGE	0	01	CARPET	1974	SATISFACTORY	1	79	78
128	1034	62	E S E FULL-TIME	10	01	COMPOSITION TILE	1974	SATISFACTORY	1	79	78
128A	45	808	MATERIAL STORAGE	0	01	COMPOSITION TILE	1974	SATISFACTORY	1	79	78
129	892	301	ASSISTANT PRINCIPAL/OTHER OFFICE	0	01	COMPOSITION TILE	1974	SATISFACTORY	1	79	78
129A	73	821	STAFF RESTROOM (BOTH SEXES)	0	01	CERAMIC TILE	1974	SATISFACTORY	1	79	78
129B	59	808	MATERIAL STORAGE	0	01	COMPOSITION TILE	1974	SATISFACTORY	1	79	78
130	892	301	ASSISTANT PRINCIPAL/OTHER OFFICE	0	01	COMPOSITION TILE	1974	SATISFACTORY	1	79	78
130A	73	821	STAFF RESTROOM (BOTH SEXES)	0	01	CERAMIC TILE	1974	SATISFACTORY	1	79	78
130B	59	808	MATERIAL STORAGE	0	01	COMPOSITION TILE	1974	SATISFACTORY	1	79	78
130C	92	702	MECHANICAL ROOM	0	01	CONCRETE	1974	SATISFACTORY	1	79	78
131	892	301	ASSISTANT PRINCIPAL/OTHER OFFICE	0	01	COMPOSITION TILE	1974	SATISFACTORY	1	79	78
131A	73	821	STAFF RESTROOM (BOTH SEXES)	0	01	CERAMIC TILE	1974	SATISFACTORY	1	79	78
131B	59	808	MATERIAL STORAGE	0	01	COMPOSITION TILE	1974	SATISFACTORY	1	79	78
132	105	308	GENERAL SCHOOL STORAGE	0	01	CARPET	1974	SATISFACTORY	1	79	78
133	105	308	GENERAL SCHOOL STORAGE	0	01	CARPET	1974	SATISFACTORY	1	79	78
134	892	301	ASSISTANT PRINCIPAL/OTHER OFFICE	0	01	COMPOSITION TILE	1974	SATISFACTORY	1	79	78
134A	45	808	MATERIAL STORAGE	0	01	COMPOSITION TILE	1974	SATISFACTORY	1	79	78
134B	73	821	STAFF RESTROOM (BOTH SEXES)	0	01	CERAMIC TILE	1974	SATISFACTORY	1	79	78
135	892	301	ASSISTANT PRINCIPAL/OTHER OFFICE	0	01	COMPOSITION TILE	1974	SATISFACTORY	1	79	78
135A	45	808	MATERIAL STORAGE	0	01	COMPOSITION TILE	1974	SATISFACTORY	1	79	78
135B	73	821	STAFF RESTROOM (BOTH SEXES)	0	01	CERAMIC TILE	1974	SATISFACTORY	1	79	78
136	36	331	CUSTODIAL SERVICE CLOSET	0	01	COMPOSITION TILE	1974	SATISFACTORY	1	79	78
136A	54	703	ELECTRICAL ROOM	0	01	COMPOSITION TILE	1974	SATISFACTORY	1	79	78
140	2592	340	DINING AREA	0	01	COMPOSITION TILE	1974	SATISFACTORY	1	79	78

Report Date: 11/6/2014 4:17:00 PM

Page 6 of 20

# FLORIDA INVENTORY OF SCHOOL HOUSES (FISH)

## FACILITY INVENTORY REPORT



140A	177	303	SECRETARIAL SPACE	0	01	COMPOSITION TILE	1974	SATISFACTORY	1	79	78
141	283	363	STAGE	0	01	COMPOSITION TILE	1974	SATISFACTORY	1	79	78
141A	42	816	STUDENT RESTROOM (FEMALE)	0	01	CERAMIC TILE	1974	SATISFACTORY	1	79	78
141B	40	815	STUDENT RESTROOM (MALE)	0	01	CERAMIC TILE	1974	SATISFACTORY	1	79	78
141C	9	331	CUSTODIAL SERVICE CLOSET	0	01	COMPOSITION TILE	1974	SATISFACTORY	1	79	78
141D	59	94	P E SHOWER (MALE)	0	01	CERAMIC TILE	1974	SATISFACTORY	1	79	78
142	130	330	CUSTODIAL RECEIVING	0	01	COMPOSITION TILE	1974	SATISFACTORY	1	79	78
143	209	272	VOCATIONAL LAB SUPPORT SPACE	0	01	COMPOSITION TILE	1974	SATISFACTORY	1	79	78
143A	83	818	LOCKERS/RESTROOM/SHOWER (ESE/VOC ED)	0	01	COMPOSITION TILE	1974	SATISFACTORY	1	79	78
143B	23	814	STUDENT RESTROOM (BOTH SEXES)	0	01	COMPOSITION TILE	1974	SATISFACTORY	1	79	78
144	1129	346	KITCHEN FOOD PREPARATION	0	01	QUARRY TILE	1974	SATISFACTORY	1	79	78
144A	210	350	OTHER FOOD SERVICE	0	01	QUARRY TILE	1974	SATISFACTORY	1	79	78
144B	151	347	KITCHEN DISH WASHING	0	01	QUARRY TILE	1974	SATISFACTORY	1	79	78
144C	104	343	KITCHEN OFFICE	0	01	COMPOSITION TILE	1974	SATISFACTORY	1	79	78
144D	17	349	KITCHEN CHAIR STORAGE	0	01	COMPOSITION TILE	1974	SATISFACTORY	1	79	78
144E	39	350	OTHER FOOD SERVICE	0	01	COMPOSITION TILE	1974	SATISFACTORY	1	79	78
144F	44	316	TEACHER LOUNGE/DINING	0	01	COMPOSITION TILE	1974	SATISFACTORY	1	79	78
144G	26	820	STAFF RESTROOM (FEMALE)	0	01	CERAMIC TILE	1974	SATISFACTORY	1	79	78
145	43	344	KITCHEN GARBAGE WASH	0	01	QUARRY TILE	1974	SATISFACTORY	1	79	78
146	20	702	MECHANICAL ROOM	0	01	CONCRETE	1974	SATISFACTORY	1	79	78
501	1210	63	E S E VOCATIONAL	12	01	COMPOSITION TILE	1991	SATISFACTORY	1	79	78
501A	100	808	MATERIAL STORAGE	0	01	COMPOSITION TILE	1991	SATISFACTORY	1	79	78
501B	40	814	STUDENT RESTROOM (BOTH SEXES)	0	01	CERAMIC TILE	1991	SATISFACTORY	1	79	78
501C	40	700	INSIDE CIRCULATION	0	01	COMPOSITION TILE	1991	SATISFACTORY	1	79	78

Report Date: 11/6/2014 4:17:00 PM

Page 7 of 20

# FLORIDA INVENTORY OF SCHOOL HOUSES (FISH)

## FACILITY INVENTORY REPORT



503	1161	63	E S E VOCATIONAL	12	01	COMPOSITION TILE	1991	SATISFACTORY	1	79	78
503A	125	808	MATERIAL STORAGE	0	01	COMPOSITION TILE	1991	SATISFACTORY	1	79	78
503B	40	814	STUDENT RESTROOM (BOTH SEXES)	0	01	CERAMIC TILE	1991	SATISFACTORY	1	79	78
504	50	808	MATERIAL STORAGE	0	01	CERAMIC TILE	1991	SATISFACTORY	1	79	78
601	1063	63	E S E VOCATIONAL	12	01	CARPET	1991	SATISFACTORY	1	79	78
601A	100	808	MATERIAL STORAGE	0	01	COMPOSITION TILE	1991	SATISFACTORY	1	79	78
701	588	65	E S E RESOURCE	0	01	CARPET	1991	SATISFACTORY	1	79	78
701A	100	808	MATERIAL STORAGE	0	01	COMPOSITION TILE	1991	SATISFACTORY	1	79	78
702	588	65	E S E RESOURCE	0	01	CARPET	1991	SATISFACTORY	1	79	78
702A	100	808	MATERIAL STORAGE	0	01	COMPOSITION TILE	1991	SATISFACTORY	1	79	78
703	588	65	E S E RESOURCE	0	01	CARPET	1991	SATISFACTORY	1	79	78
703A	100	808	MATERIAL STORAGE	0	01	COMPOSITION TILE	1991	SATISFACTORY	1	79	78
704	24	331	CUSTODIAL SERVICE CLOSET	0	01	CERAMIC TILE	1991	SATISFACTORY	1	79	78
705	82	808	MATERIAL STORAGE	0	01	CARPET	1991	SATISFACTORY	1	79	78
706	158	703	ELECTRICAL ROOM	0	01	CONCRETE	1991	SATISFACTORY	1	79	78
801	842	62	E S E FULL-TIME	10	01	CARPET	1991	SATISFACTORY	1	79	78
801A	100	808	MATERIAL STORAGE	0	01	COMPOSITION TILE	1991	SATISFACTORY	1	79	78
801B	100	814	STUDENT RESTROOM (BOTH SEXES)	0	01	CERAMIC TILE	1991	SATISFACTORY	1	79	78
802	842	62	E S E FULL-TIME	10	01	CARPET	1991	SATISFACTORY	1	79	78
802A	100	808	MATERIAL STORAGE	0	01	COMPOSITION TILE	1991	SATISFACTORY	1	79	78
802B	100	814	STUDENT RESTROOM (BOTH SEXES)	0	01	CERAMIC TILE	1991	SATISFACTORY	1	79	78
803	842	62	E S E FULL-TIME	10	01	CARPET	1991	SATISFACTORY	1	79	78
803A	100	808	MATERIAL STORAGE	0	01	COMPOSITION TILE	1991	SATISFACTORY	1	79	78
803B	100	814	STUDENT RESTROOM (BOTH SEXES)	0	01	CERAMIC TILE	1991	SATISFACTORY	1	79	78

# FLORIDA INVENTORY OF SCHOOL HOUSES (FISH)

## FACILITY INVENTORY REPORT



804	842	62	E S E FULL-TIME	10	01	COMPOSITION TILE	1991	SATISFACTORY	1	79	78
804A	100	808	MATERIAL STORAGE	0	01	COMPOSITION TILE	1991	SATISFACTORY	1	79	78
804B	100	814	STUDENT RESTROOM (BOTH SEXES)	0	01	CERAMIC TILE	1991	SATISFACTORY	1	79	78
805	842	62	E S E FULL-TIME	10	01	CARPET	1991	SATISFACTORY	1	79	78
805A	842	810	MATERIAL STORAGE (LARGE)	0	01	COMPOSITION TILE	1991	SATISFACTORY	1	79	78
805B	100	814	STUDENT RESTROOM (BOTH SEXES)	0	01	CERAMIC TILE	1991	SATISFACTORY	1	79	78
806	842	62	E S E FULL-TIME	10	01	CARPET	1991	SATISFACTORY	1	79	78
806A	100	808	MATERIAL STORAGE	0	01	COMPOSITION TILE	1991	SATISFACTORY	1	79	78
806B	100	814	STUDENT RESTROOM (BOTH SEXES)	0	01	CERAMIC TILE	1991	SATISFACTORY	1	79	78
807	842	62	E S E FULL-TIME	10	01	CARPET	1991	SATISFACTORY	1	79	78
807A	100	808	MATERIAL STORAGE	0	01	COMPOSITION TILE	1991	SATISFACTORY	1	79	78
807B	100	814	STUDENT RESTROOM (BOTH SEXES)	0	01	CERAMIC TILE	1991	SATISFACTORY	1	79	78
808	842	62	E S E FULL-TIME	10	01	CARPET	1991	SATISFACTORY	1	79	78
808A	100	808	MATERIAL STORAGE	0	01	COMPOSITION TILE	1991	SATISFACTORY	1	79	78
808B	100	814	STUDENT RESTROOM (BOTH SEXES)	0	01	CERAMIC TILE	1991	SATISFACTORY	1	79	78
809	665	62	E S E FULL-TIME	10	01	CARPET	1991	SATISFACTORY	1	79	78
809A	100	808	MATERIAL STORAGE	0	01	COMPOSITION TILE	1991	SATISFACTORY	1	79	78
809B	100	814	STUDENT RESTROOM (BOTH SEXES)	0	01	CERAMIC TILE	1991	SATISFACTORY	1	79	78
810	64	331	CUSTODIAL SERVICE CLOSET	0	01	CERAMIC TILE	1991	SATISFACTORY	1	79	78
901	665	62	E S E FULL-TIME	10	01	CARPET	1991	SATISFACTORY	1	79	78
901A	100	808	MATERIAL STORAGE	0	01	COMPOSITION TILE	1991	SATISFACTORY	1	79	78
901B	100	814	STUDENT RESTROOM (BOTH SEXES)	0	01	CERAMIC TILE	1991	SATISFACTORY	1	79	78
902	665	62	E S E FULL-TIME	10	01	CARPET	1991	SATISFACTORY	1	79	78
902A	100	808	MATERIAL STORAGE	0	01	COMPOSITION TILE	1991	SATISFACTORY	1	79	78

Report Date: 11/6/2014 4:17:00 PM

Page 9 of 20

# FLORIDA INVENTORY OF SCHOOL HOUSES (FISH)

## FACILITY INVENTORY REPORT



902B	100	814	STUDENT RESTROOM (BOTH SEXES)	0	01	CERAMIC TILE	1991	SATISFACTORY	1	79	78
903	665	62	E S E FULL-TIME	10	01	CARPET	1991	SATISFACTORY	1	79	78
903A	100	808	MATERIAL STORAGE	0	01	COMPOSITION TILE	1991	SATISFACTORY	1	79	78
903B	100	814	STUDENT RESTROOM (BOTH SEXES)	0	01	CERAMIC TILE	1991	SATISFACTORY	1	79	78
904	665	62	E S E FULL-TIME	10	01	CARPET	1991	SATISFACTORY	1	79	78
904A	100	808	MATERIAL STORAGE	0	01	COMPOSITION TILE	1991	SATISFACTORY	1	79	78
904B	100	814	STUDENT RESTROOM (BOTH SEXES)	0	01	CERAMIC TILE	1991	SATISFACTORY	1	79	78
905	665	62	E S E FULL-TIME	10	01	CARPET	1991	SATISFACTORY	1	79	78
905A	100	808	MATERIAL STORAGE	0	01	COMPOSITION TILE	1991	SATISFACTORY	1	79	78
905B	100	814	STUDENT RESTROOM (BOTH SEXES)	0	01	CERAMIC TILE	1991	SATISFACTORY	1	79	78
906	665	62	E S E FULL-TIME	10	01	CARPET	1991	SATISFACTORY	1	79	78
906A	100	808	MATERIAL STORAGE	0	01	COMPOSITION TILE	1991	SATISFACTORY	1	79	78
906B	100	814	STUDENT RESTROOM (BOTH SEXES)	0	01	CERAMIC TILE	1991	SATISFACTORY	1	79	78
907	665	62	E S E FULL-TIME	10	01	CARPET	1991	SATISFACTORY	1	79	78
907A	100	808	MATERIAL STORAGE	0	01	COMPOSITION TILE	1991	SATISFACTORY	1	79	78
907B	100	814	STUDENT RESTROOM (BOTH SEXES)	0	01	CERAMIC TILE	1991	SATISFACTORY	1	79	78
908	665	62	E S E FULL-TIME	10	01	CARPET	1991	SATISFACTORY	1	79	78
908A	100	808	MATERIAL STORAGE	0	01	COMPOSITION TILE	1991	SATISFACTORY	1	79	78
908B	100	814	STUDENT RESTROOM (BOTH SEXES)	0	01	CERAMIC TILE	1991	SATISFACTORY	1	79	78
909	665	62	E S E FULL-TIME	10	01	CARPET	1991	SATISFACTORY	1	79	78
909A	100	808	MATERIAL STORAGE	0	01	COMPOSITION TILE	1991	SATISFACTORY	1	79	78

# FLORIDA INVENTORY OF SCHOOL HOUSES (FISH)

## FACILITY INVENTORY REPORT



909B	100	814	STUDENT RESTROOM (BOTH SEXES)	0	01	CERAMIC TILE	1991	SATISFACTORY	1	79	78
			<b>Satisfactory</b>		<b>Unsatisfactory</b>		<b>Failed Standards</b>		<b>Scheduled For Replacement</b>		
			<b>Square Feet</b>	<b>Student Stations</b>	<b>Square Feet</b>	<b>Student Stations</b>	<b>Square Feet</b>	<b>Student Stations</b>	<b>Square Feet</b>	<b>Student Stations</b>	<b>Student Stations</b>
Permanent		63,884	265	0	0	0	0	0	0	0	0
TOTAL		63,884	265	0	0	0	0	0	0	0	0

# FLORIDA INVENTORY OF SCHOOL HOUSES (FISH)

## FACILITY INVENTORY REPORT



**DISTRICT: 6 BROWARD COUNTY SCHOOL DISTRICT**

**FACILITY: 78-A WINGATE OAKS CENTER**

**BUILDING: 2 - Building Number 00002**

Owner: SCHOOL BOARD	Light: ADEQUATE	Cooling: NONE
Use: EXCEPTIONAL STUDENT	Mech Vent: ADEQUATE	Heat Source: NONE
Year Constructed: 1974	Artificial Lighting: SHIELDED FLORESCENT	Heat Distribution: NO HEAT PROVIDED
Year Modified:	Educational TV: NONE	Heat Capacity: NONE
Average Age NSF: 1974	Intercom: NONE	Walls: STUCCO
Relocatable Units: 0	Telephone: NONE	Struct Comp: COMBINATION OF 1-3
Stories: 1		Corridor: NONE

ROOM	NET SQ FT	DESIGN CODE	DESCRIPTION	STU STA	FLR LOC	FLOOR COVER	YEAR CONST	CONDITION	BLDG	PAR	FAC
201	384	702	MECHANICAL ROOM	0	01	CONCRETE	1974	SATISFACTORY	2	79	78
202	120	703	ELECTRICAL ROOM	0	01	CONCRETE	1974	SATISFACTORY	2	79	78
203	327	702	MECHANICAL ROOM	0	01	CONCRETE	1974	SATISFACTORY	2	79	78

	Satisfactory		Unsatisfactory		Failed Standards		Scheduled For Replacement	
	Square Feet	Student Stations	Square Feet	Student Stations	Square Feet	Student Stations	Square Feet	Student Stations
Permanent	831	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>831</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



# FLORIDA INVENTORY OF SCHOOL HOUSES (FISH)

## FACILITY INVENTORY REPORT



**DISTRICT: 6 BROWARD COUNTY SCHOOL DISTRICT**

**FACILITY: 78-A WINGATE OAKS CENTER**

**BUILDING: 3 - Building Number 00003**

Owner: SCHOOL BOARD	Light: ADEQUATE	Cooling: NONE
Use: EXCEPTIONAL STUDENT	Mech Vent: ADEQUATE	Heat Source: NONE
Year Constructed: 1978	Artificial Lighting: SHIELDED FLORESCENT	Heat Distribution: NO HEAT PROVIDED
Year Modified:	Educational TV: NONE	Heat Capacity: NONE
Average Age NSF: 1978	Intercom: NONE	Walls: STUCCO
Relocatable Units: 0	Telephone: NONE	Struct Comp: COMBINATION OF 1-3
Stories: 1		Corridor: NONE

ROOM	NET SQ FT	DESIGN CODE	DESCRIPTION	STU STA	FLR LOC	FLOOR COVER	YEAR CONST	CONDITION	BLDG	PAR	FAC
301	600	333	FLAMMABLE STORAGE	0	01	CONCRETE	1978	SATISFACTORY	3	79	78
413	150	703	ELECTRICAL ROOM	0	01	CONCRETE	1978	SATISFACTORY	3	79	78

	Satisfactory		Unsatisfactory		Failed Standards		Scheduled For Replacement	
	Square Feet	Student Stations	Square Feet	Student Stations	Square Feet	Student Stations	Square Feet	Student Stations
Permanent	750	0	0	0	0	0	0	0
TOTAL	750	0	0	0	0	0	0	0

# FLORIDA INVENTORY OF SCHOOL HOUSES (FISH)

## FACILITY INVENTORY REPORT



**DISTRICT: 6 BROWARD COUNTY SCHOOL DISTRICT**

**FACILITY: 78-A WINGATE OAKS CENTER**

**BUILDING: 4 - Building Number 00004**

Owner: SCHOOL BOARD	Light: ADEQUATE	Cooling: CENTRAL
Use: EXCEPTIONAL STUDENT	Mech Vent: ADEQUATE	Heat Source: ELECTRIC
Year Constructed: 1989	Artificial Lighting: SHIELDED FLORESCENT	Heat Distribution: CENTRAL HOT AIR
Year Modified:	Educational TV: NONE	Heat Capacity: ADEQUATE
Average Age NSF: 1989	Intercom: TWO WAY COMPLETE	Walls: STUCCO
Relocatable Units: 0	Telephone: NONE	Struct Comp: COMBINATION OF 1-3
Stories: 1		Corridor: SINGLE OUTSIDE

ROOM	NET SQ FT	DESIGN CODE	DESCRIPTION	STU STA	FLR LOC	FLOOR COVER	YEAR CONST	CONDITION	BLDG	PAR	FAC
010	200	700	INSIDE CIRCULATION	0	01	CERAMIC TILE	1989	SATISFACTORY	4	79	78
011	200	700	INSIDE CIRCULATION	0	01	CERAMIC TILE	1989	SATISFACTORY	4	79	78
401	231	700	INSIDE CIRCULATION	0	01	CERAMIC TILE	1989	SATISFACTORY	4	79	78
402	107	92	P E LOCKER ROOM (MALE)	0	01	CERAMIC TILE	1989	SATISFACTORY	4	79	78
402A	35	94	P E SHOWER (MALE)	0	01	CERAMIC TILE	1989	SATISFACTORY	4	79	78
402B	53	815	STUDENT RESTROOM (MALE)	0	01	CERAMIC TILE	1989	SATISFACTORY	4	79	78
403	108	92	P E LOCKER ROOM (MALE)	0	01	CERAMIC TILE	1989	SATISFACTORY	4	79	78
403A	35	94	P E SHOWER (MALE)	0	01	CERAMIC TILE	1989	SATISFACTORY	4	79	78
403B	53	815	STUDENT RESTROOM (MALE)	0	01	CERAMIC TILE	1989	SATISFACTORY	4	79	78
404	107	93	P E LOCKER ROOM (FEMALE)	0	01	CERAMIC TILE	1989	SATISFACTORY	4	79	78
404A	35	95	P E SHOWER (FEMALE)	0	01	CERAMIC TILE	1989	SATISFACTORY	4	79	78
404B	53	816	STUDENT RESTROOM (FEMALE)	0	01	CERAMIC TILE	1989	SATISFACTORY	4	79	78

Report Date: 11/6/2014 4:17:00 PM

Page 14 of 20

# FLORIDA INVENTORY OF SCHOOL HOUSES (FISH)

## FACILITY INVENTORY REPORT



Item ID	Room Name	Area	Count	Material	Year	Condition	Count	Area
405	P E LOCKER ROOM (FEMALE)	93	0	CERAMIC TILE	1989	SATISFACTORY	4	79
405A	P E SHOWER (FEMALE)	95	0	CERAMIC TILE	1989	SATISFACTORY	4	79
405B	STUDENT RESTROOM (FEMALE)	816	0	CERAMIC TILE	1989	SATISFACTORY	4	79
406	E S E THERAPY POOL	71	0	CERAMIC TILE	1989	SATISFACTORY	4	79
407	TEACHER PLANNING OFFICE	315	0	CERAMIC TILE	1989	SATISFACTORY	4	79
408	P E LAUNDRY	114	0	CERAMIC TILE	1989	SATISFACTORY	4	79
409	MATERIAL STORAGE	808	0	CERAMIC TILE	1989	SATISFACTORY	4	79
410	CUSTODIAL SERVICE CLOSET	331	0	CERAMIC TILE	1989	SATISFACTORY	4	79
411	MECHANICAL ROOM	702	0	CERAMIC TILE	1989	SATISFACTORY	4	79
412	FLAMMABLE STORAGE	333	0	CERAMIC TILE	1989	SATISFACTORY	4	79

	Satisfactory		Unsatisfactory		Failed Standards		Scheduled For Replacement	
	Square Feet	Student Stations	Square Feet	Student Stations	Square Feet	Student Stations	Square Feet	Student Stations
Permanent	3,975	0	0	0	0	0	0	0
TOTAL	3,975	0	0	0	0	0	0	0

# FLORIDA INVENTORY OF SCHOOL HOUSES (FISH)

## FACILITY INVENTORY REPORT



**DISTRICT: 6 BROWARD COUNTY SCHOOL DISTRICT**

**FACILITY: 78-A WINGATE OAKS CENTER**

**BUILDING: 5 - Building Number 00005**

Owner: SCHOOL BOARD	Light: ADEQUATE	Cooling: CENTRAL
Use: ELEMENTARY	Mech Vent: ADEQUATE	Heat Source: ELECTRIC
Year Constructed: 1991	Artificial Lighting: SHIELDED FLORESCENT	Heat Distribution: CENTRAL HOT AIR
Year Modified:	Educational TV: FIXED SERVICE TRANSMITTER/RECEIVER	Heat Capacity: ADEQUATE
Average Age NSF: 1991	Intercom: TWO WAY COMPLETE	Walls: STUCCO
Relocatable Units: 0	Telephone: NONE	Struct Comp: COMBINATION OF 1-3
Stories: 1		Corridor: SINGLE OUTSIDE

ROOM	NET SQ FT	DESIGN CODE	DESCRIPTION	STU STA	FLR LOC	FLOOR COVER	YEAR CONST	CONDITION	BLDG	PAR	FAC
404	880	62	E S E FULL-TIME	10	01	CARPET	1991	SATISFACTORY	5	79	78
404A	100	808	MATERIAL STORAGE	0	01	COMPOSITION TILE	1991	SATISFACTORY	5	79	78
404B	100	814	STUDENT RESTROOM (BOTH SEXES)	0	01	CERAMIC TILE	1991	SATISFACTORY	5	79	78
405	880	62	E S E FULL-TIME	10	01	CARPET	1991	SATISFACTORY	5	79	78
405A	100	808	MATERIAL STORAGE	0	01	COMPOSITION TILE	1991	SATISFACTORY	5	79	78
405B	100	814	STUDENT RESTROOM (BOTH SEXES)	0	01	CERAMIC TILE	1991	SATISFACTORY	5	79	78
406	39	808	MATERIAL STORAGE	0	01	COMPOSITION TILE	1991	SATISFACTORY	5	79	78

	Satisfactory		Unsatisfactory		Failed Standards		Scheduled For Replacement	
	Square Feet	Student Stations	Square Feet	Student Stations	Square Feet	Student Stations	Square Feet	Student Stations
Permanent	2,199	20	0	0	0	0	0	0
<b>TOTAL</b>	<b>2,199</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# FLORIDA INVENTORY OF SCHOOL HOUSES (FISH)

## FACILITY INVENTORY REPORT



STUDENT STATIONS BY DESIGN CODE FOR:  
FACILITY: WINGATE OAKS CENTER

Design Code	Design Code Description	Satis Stu Sta			Unsat Stu Sta			Sat Tot	Unsat Tot	Satis Rooms			Unsat Rooms			Fail Std Stu Sta	Repl Stu Sta	Fail Std Rooms	Repl Rooms
		Perm	Mod	Relo	Perm	Mod	Relo			Perm	Mod	Relo	Perm	Mod	Relo				
00061	E SE PART-TIME	15	0	0	0	0	0	15	0	1	0	0	0	0	0	0	0	0	
00062	E SE FULL-TIME	210	0	0	0	0	210	0	21	0	0	0	0	0	0	0	0	0	
00063	E SE VOCATIONAL	60	0	0	0	0	60	0	5	0	0	0	0	0	0	0	0	0	
00065	E SE RESOURCE	0	0	0	0	0	0	0	3	0	0	0	0	0	0	0	0	0	
00066	E SE SUPPLEMENTARY INSTRUCTION	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	
00067	E SE OBSERVATION BOOTH	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	
00071	E SE THERAPY POOL	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	
00092	P E LOCKER ROOM (MALE)	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	
00093	P E LOCKER ROOM (FEMALE)	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	
00094	P E SHOWER (MALE)	0	0	0	0	0	0	0	3	0	0	0	0	0	0	0	0	0	
00095	P E SHOWER (FEMALE)	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	
00114	P E LAUNDRY	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	
00272	VOCATIONAL LAB SUPPORT SPACE	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	
00301	ASSISTANT PRINCIPAL/OTHER OFFICE	0	0	0	0	0	0	0	13	0	0	0	0	0	0	0	0	0	
00302	BOOKKEEPING OFFICE	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	
00303	SECRETARIAL SPACE	0	0	0	0	0	0	0	4	0	0	0	0	0	0	0	0	0	
00304	RECEPTION AREA	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	
00305	PRODUCTION WORKROOM	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	
00306	CONFERENCE ROOM	0	0	0	0	0	0	0	3	0	0	0	0	0	0	0	0	0	
00307	CLINIC	0	0	0	0	0	0	0	3	0	0	0	0	0	0	0	0	0	
00308	GENERAL SCHOOL STORAGE	0	0	0	0	0	0	0	6	0	0	0	0	0	0	0	0	0	
00309	VAULT/STUDENT RECORDS	0	0	0	0	0	0	0	3	0	0	0	0	0	0	0	0	0	
00312	COMPUTER AREA	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	
00314	ITINERANT OFFICE	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	

Report Date: 11/6/2014 4:17:00 PM

Page 17 of 20

**FLORIDA INVENTORY OF SCHOOL HOUSES (FISH)  
FACILITY INVENTORY REPORT**



Design Code	Design Code Description	Satis Stu Sta			Unsat Stu Sta			Sat Tot	Unsat Tot	Satis Rooms			Unsat Rooms			Fail Std Stu Sta	Repl Stu Sta	Fail Std Rooms	Repl Rooms
		Perm	Mod	Relo	Perm	Mod	Relo			Perm	Mod	Relo	Perm	Mod	Relo				
00315	TEACHER PLANNING OFFICE	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	
00316	TEACHER LOUNGE/DINING	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	
00330	CUSTODIAL RECEIVING	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	
00331	CUSTODIAL SERVICE CLOSET	0	0	0	0	0	0	0	0	5	0	0	0	0	0	0	0	0	
00332	CUSTODIAL WORK AREA	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	
00333	FLAMMABLE STORAGE	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	
00334	CUSTODIAL EQUIPMENT STORAGE	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	
00340	DINING AREA	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	
00343	KITCHEN OFFICE	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	
00344	KITCHEN GARBAGE WASH	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	
00346	KITCHEN FOOD PREPARATION	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	
00347	KITCHEN DISH WASHING	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	
00349	KITCHEN CHAIR STORAGE	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	
00350	OTHER FOOD SERVICE	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	
00363	STAGE	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	
00368	TEXTBOOK STORAGE	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	
00380	LIBRARY (READING ROOM/STACKS)	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	
00381	MEDIA TECHNICAL PROCESSING	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	
00383	AUDIO VISUAL STORAGE	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	
00384	PERIODICAL STORAGE	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	
00385	CLOSED CIRCUIT TV LAB	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	
00388	MEDIA COPYING ROOM	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	
00700	INSIDE CIRCULATION	0	0	0	0	0	0	0	0	13	0	0	0	0	0	0	0	0	
00701	COVERED WALKWAY	0	0	0	0	0	0	0	0	5	0	0	0	0	0	0	0	0	
00702	MECHANICAL ROOM	0	0	0	0	0	0	0	0	5	0	0	0	0	0	0	0	0	
00703	ELECTRICAL ROOM	0	0	0	0	0	0	0	0	5	0	0	0	0	0	0	0	0	

Report Date: 11/6/2014 4:17:00 PM

Page 18 of 20

**FLORIDA INVENTORY OF SCHOOL HOUSES (FISH)**  
**FACILITY INVENTORY REPORT**



Design Code	Design Code Description	Satis Stu Sta			Unsat Stu Sta			Unsat		Satis Rooms			Unsat Rooms			Fail Std Stu Sta		Repl Stu Sta		Fail Std Rooms		Repl Rooms	
		Perm	Mod	Relo	Perm	Mod	Relo	Tot	Tot	Perm	Mod	Relo	Perm	Mod	Relo	Relo	Relo	Relo	Relo	Relo	Relo	Relo	
00803	INSTRUCTIONAL DARKROOM	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	
00805	KILN	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	
00808	MATERIAL STORAGE	0	0	0	0	0	0	0	0	38	0	0	0	0	0	0	0	0	0	0	0	0	
00810	MATERIAL STORAGE (LARGE)	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	
00814	STUDENT RESTROOM (BOTH SEXES)	0	0	0	0	0	0	0	0	28	0	0	0	0	0	0	0	0	0	0	0	0	
00815	STUDENT RESTROOM (MALE)	0	0	0	0	0	0	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0	
00816	STUDENT RESTROOM (FEMALE)	0	0	0	0	0	0	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0	
00818	LOCKERS/RESTROOM/SHOWER (ESE/VOC ED)	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	
00819	STAFF RESTROOM (MALE)	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	
00820	STAFF RESTROOM (FEMALE)	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	
00821	STAFF RESTROOM (BOTH SEXES)	0	0	0	0	0	0	0	0	7	0	0	0	0	0	0	0	0	0	0	0	0	
<b>Totals:</b>		285	0	0	0	0	0	285	0	227	0	0	0	0	0	0	0	0	0	0	0	0	

**FLORIDA INVENTORY OF SCHOOL HOUSES (FISH)**  
**FACILITY INVENTORY REPORT**



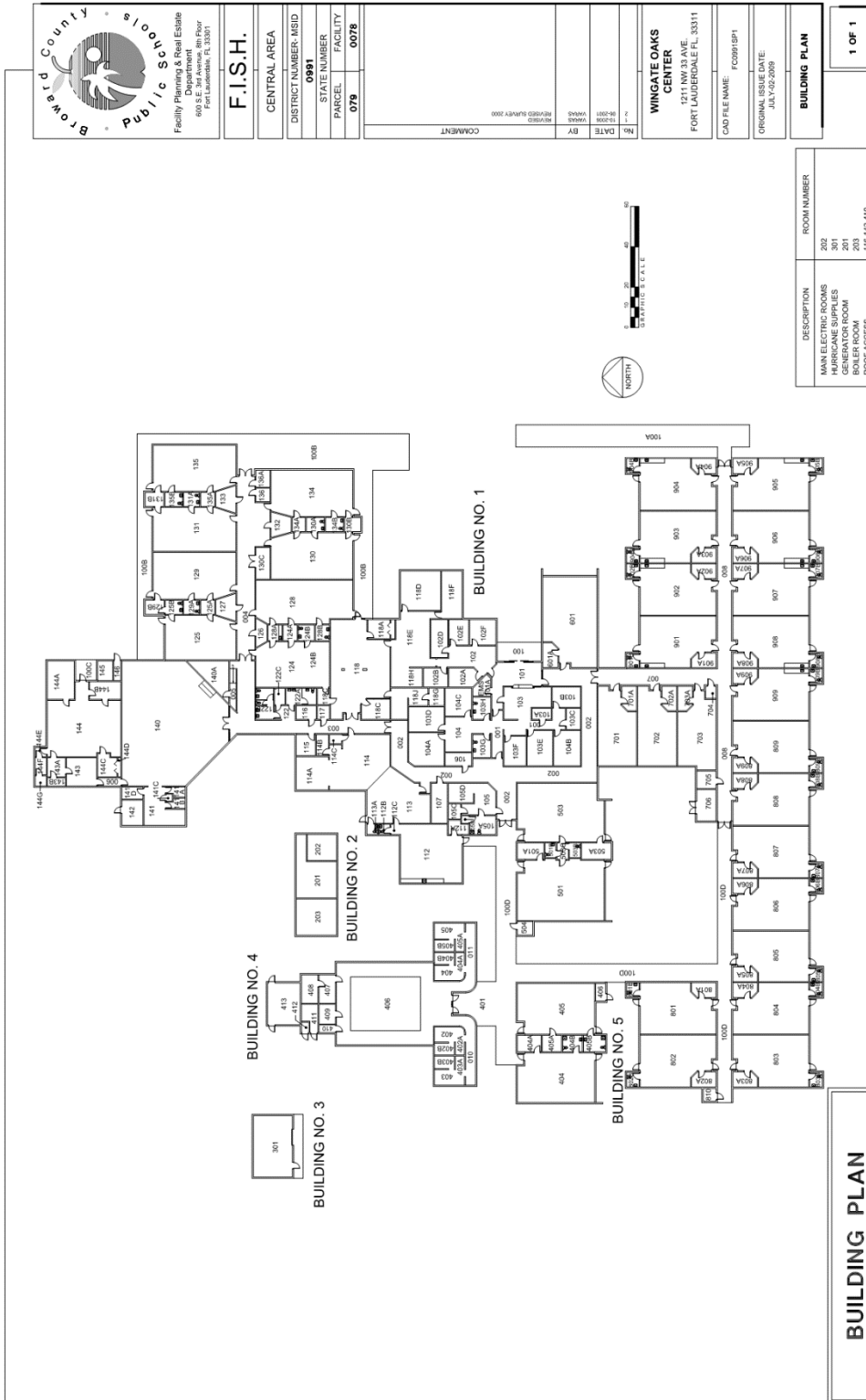
Report Date: 11/6/2014 4:17:00 PM

Page 20 of 20





2.3.4 FISH Building Plan



## 2.4.0 Facility Assessments and Budgetary Documentation

This section includes facility condition assessments and budgetary documentation that has been completed over recent years regarding the General Obligation Bond funding and approved budgetary construction scope of work.

### 2.3.1 Adopted District Educational Facilities Plan

The ADEFP is the most recent approved budget for each campus of Broward County Schools. Construction scope is itemized including changes to the initial deficiency listings for each campus. It is the responsibility of the Design/Build Contractor to reconcile any differences between the ADEFP and additional budgetary or facility condition assessments.

### 2.3.2 SMART Campus Summary

The SMART Campus Summary is the most recent facility condition assessment completed for each campus. The summary provides existing building applicable dates and square footage, in addition to deficiency listings broken down into Safety & Security, Music & Arts, Athletics, Renovations, and Technology (SMART) categories to organize the approved funding in terms of programs that are affected.

The Campus Summary does not represent the final approved funding, and is for information purposes only.

### 2.3.3 MAPPS Deficiency Listing

The MAPPS Deficiency Listing is a detailed facility condition assessment conducted by Jacobs over recent years. The deficiency listing is presented as an itemized list of deficiencies on a site and building specific level organized by discipline. Note that all deficiency items are not in the scope of work. Items initialed "GOB" are included in the initial General Obligation Bond, prior to final approval of ADEFP.

The MAPPS Deficiency Listing does not represent the final approved funding, and is for information purposes only.

### 2.3.4 MAPPS Detailed List

The MAPPS Detailed List is raw database information in tabular format. The purpose of the Detailed List is to provide additional notes and quantity to cost estimate information. It is important to note that the Detailed List does not include all items from the approved budget. Additional items may occur and should be confirmed with the ADEFP.

### 2.3.5 MAPPS Deficiency Detail

The MAPPS Deficiency Detail report is raw database information with a breakdown of the cost estimate including construction adjustments and soft cost adjustments. As is with the Detail List, budget confirmation with the ADEFP is required.

2.4.1 Adopted District Educational Facilities Plan (DEFP)

**Wingate Oaks Center**

<b>Adopted District Educational Facilities Plan</b>							
Project	Carryover (2014-15)	Year 1 (2015-16)	Year 2 (2016-17)	Year 3 (2017-18)	Year 4 (2018-19)	Total	Scope
HVAC	<del>2,215,650</del>					<del>2,215,650</del>	HVAC IAQ
ADEFP Sub-Total	0	0	0	0	0	0	

<b>SMART Program</b>							
Project	Carryover (2014-15)	Year 1 (2015-16)	Year 2 (2016-17)	Year 3 (2017-18)	Year 4 (2018-19)	Total	Scope
Safety & Security	420,000 *					420,000	Fire Alarm
Renovation	100,000					100,000	School Choice Enhancement
Renovation	116,000 *					116,000	Media Center Improvements
Renovation	1,120,000					1,120,000	Replacement of HVAC equipment in buildings 1,2,4,5.
Renovation	<del>700,000</del>					<del>700,000</del>	Replacement of HVAC equipment in buildings 1,2,4,5.
Renovation	902,000					902,000	Building Envelope Improvements (Roof, Window, Ext Wall, etc.)
Renovation			61,000			61,000	Wireless Network Upgrade
Technology			103,000			103,000	Technology Infrastructure (Servers, Racks, etc.) Upgrade
Technology			11,000			11,000	Additional computers to close computer gap
SMART Sub-Total	<del>2,658,000</del> 2,658,000	0	175,000	0	0	<del>2,833,000</del> 2,833,000	

	Carryover (2014-15)	Year 1 (2015-16)	Year 2 (2016-17)	Year 3 (2017-18)	Year 4 (2018-19)	Total
School Total	<del>2,658,000</del> 2,658,000	0	175,000	0	0	<del>2,833,000</del> 2,833,000

\*Project Scope Included

**Addendum #1**

**List of Facility Project Revisions**

This addendum is a result of the Facilities Department’s ongoing review process for construction projects. The addendum provides updated information received on February 11th, after the major reports in the Amendment to the ADEFP were compiled and the summary tables had been reviewed and finalized. This addendum is attached to and made a part of the Amendment to the Adopted District Educational Facilities Plan.

School	Project	Scope	Amount	Revised Amount	Increase/ (Decrease)
Deerfield Beach Senior High School	Renovations	Roof Repairs and HVAC	9,431,000	8,752,000	(679,000)
Hollywood Hills Senior High School	Renovations	Roof Replacement	4,105,000	3,568,000	(537,000)
Lauderdale Lakes Middle School	Renovations	Roof repair, stucco and waterproof, interior repairs, HVAC - evaluation, test/balance and repair. Replace FB in 4 AHUs and provide dehumidification.	3,125,000	3,346,000	221,000
Lauderhill 6-12	Renovations	Roof repairs, new elevator, remodel mezzanine, covered walkway, gym lights	1,943,000	1,868,000	(75,000)
	<a href="#">Athletics</a>	<a href="#">Weight Room Renovation</a>	<u>0</u>	<u>121,000</u>	<u>121,000</u> *
Northeast Senior High School	Renovations	Re-Roofing.	3,769,000	3,408,000	(361,000)
Nova Senior High School	Music & Arts	Replacement of building 15	885,000	-	(885,000)
	Renovations	Building Envelope Improvements (Roof, Window, Ext Wall, etc.)	2,644,000	3,544,000	900,000
	Renovations	Electrical Improvements	1,466,000	2,642,000	1,176,000
	Renovations	HVAC Improvements	6,631,000	8,493,000	1,862,000
	Renovations	Replacement of building 14	1,928,200	-	(1,928,200)
	Renovations	Replacement of building 16	2,103,750	-	(2,103,750)
	Safety & Security	Safety / Security Upgrade	250,000	570,000	320,000
	<a href="#">Renovations</a>	<a href="#">Media Center Improvements</a>	<u>34,000</u>	<u>543,000</u>	<u>509,000</u> *
Walter C Young Middle School	Renovations	Building Envelope Improvements (Roof, Window, Ext Wall, etc.)	2,318,000	3,011,000	693,000
	Renovations	HVAC Improvements	5,508,000	5,805,000	297,000
	Safety & Security	Single Point of Entry	465,000	-	(465,000)
William T Mcfatter Technical College	Renovations	HVAC repairs to include buildings 1,2,4,5.	2,624,000	3,296,000	672,000
Wingate Oaks Center	Renovations	Replacement of HVAC equipment in buildings 1,2,4,5.	700,000	1,120,000	420,000
Wingate Oaks Center	Renovations	Building Envelope Improvements (Roof, Window, Ext Wall, etc.)	-	902,000	902,000
			<b>49,929,950</b>	<b>50,989,000</b>	<b>1,059,050</b>

\* [Additional correction made by the Facilities Department after the April 14, 2015, School Board Workshop.](#)

#### 4.4.2 SMART Campus Summary



#### 2014 Facility Condition Assessment Campus Summary

<b>0991 Wingate Oaks Center</b>	
1211 NW 33rd terrace Fort Lauderdale FL 33311	
Year Open	1974
Other Years	1978, 1989, 1991
Perm. Bldgs/SF	5 65,952
Port. Bldgs/SF	0 0
Current FCI Need	5,359,443
Replacement Value	= 12,358,321
<b>Facility Condition Index</b>	<b>= 43.4 %</b>



#### Facility Condition Index



#### GOB Bond / Construction Projects

Safety & Security	Budget	Fund Yr.	Status
Wingate Oaks Center Single Point of Entry*	\$313,000	2015	2014 GOB
Wingate Oaks Center Fire Alarm	\$420,000	2015	2014 GOB

**\$733,000**

Music & Arts	Budget	Fund Yr.	Status
None Identified			

Athletics	Budget	Fund Yr.	Status
None Identified			

Renovations	Budget	Fund Yr.	Status
Wingate Oaks Center HVAC	\$660,000	2015	2014 GOB
Wingate Oaks Center School Choice Enhancement	\$100,000	2015	2014 GOB
Wingate Oaks Center Media Center Renovations	\$116,000	2015	2014 GOB

**\$876,000**

Technology	Budget	Fund Yr.	Status
Wingate Oaks Center Tech Infrastructure	\$103,000	2017	2014 GOB
Wingate Oaks Center Computer Gap	\$11,000	2017	2014 GOB
Wingate Oaks Wireless Network Upgrade	\$61,000	2017	2014 GOB

**\$175,000**

**Total In-Progress and Planned \$1,784,000**

Total Unplanned Need \$4,738,097

\*Budgets for Single Point of Entry projects are currently under review and will be updated upon completion of review.



2014 Facility Condition Assessment  
**Campus Summary**

<b>Unplanned Need</b>	
<b>Safety &amp; Security</b>	<b>Budget</b>
None Identified	
	<b>\$0</b>
<b>Music &amp; Arts</b>	<b>Budget</b>
None Identified	
	<b>\$0</b>
<b>Athletics</b>	<b>Budget</b>
None Identified	
	<b>\$0</b>
<b>Renovations</b>	<b>Budget</b>
Replacement of HVAC equipment in buildings 1,2,4,5. All HVAC deficiencies i	\$1,120,260
Various maintenance projects throughout campus	
Wingate Oaks Center Cafeteria Renovations	\$261,804
Misc Maintenance Improvements at Wingate Oaks Center	\$2,082,078
Misc Site Improvements at Wingate Oaks Center	\$30,149
Misc Interior Improvements at Wingate Oaks Center	\$711,738
Misc Plumbing Improvements at Wingate Oaks Center	\$309,963
Misc Specialties Improvements at Wingate Oaks Center	\$222,105
	<b>\$4,738,097</b>
<b>Technology</b>	<b>Budget</b>
None Identified	
	<b>\$0</b>
<b>Total Unplanned Need \$4,738,097</b>	

2.4.3 MAPPS Deficiency Listing

**Broward County Public Schools**

**School Deficiency Listing**

<b>0991</b>	<b>Wingate Oaks Center</b>
-------------	----------------------------

9/2/2014 8:17 AM

**Site Level Deficiencies**

**Site**

Deficiency	Category	Qty	UoM	Priority	Repair Cost	ID
School lacks marquee or marquee in poor condition.	Educational Adequacy	1	Ea.	4	\$26,600	303545
<b>Sub Total for System</b>		<b>1</b>	<b>items</b>		<b>\$26,600</b>	

**Exterior**

Deficiency	Category	Qty	UoM	Priority	Repair Cost	ID
Single Point of Entry Needs to be Installed	Capital Renewal	1	LS	2	\$313,000	215195 GOB
<b>Sub Total for System</b>		<b>1</b>	<b>items</b>		<b>\$313,000</b>	

**Fire and Security**

Deficiency	Category	Qty	UoM	Priority	Repair Cost	ID
Entire Fire Alarm System Needs to be Replaced	Capital Renewal	1	LS	1	\$419,564	220905 GOB
<b>Sub Total for System</b>		<b>1</b>	<b>items</b>		<b>\$419,564</b>	

Location: Main/Portable

**Technology**

Deficiency	Category	Qty	UoM	Priority	Repair Cost	ID
CAT-6 wiring to WAP needs to be provided	Functional Deficiency	44	Ea.	3	\$34,705	225030 GOB
School requires computers to close accessibility gap	Functional Deficiency	1	LS	3	\$10,500	314817 GOB
School requires technology infrastructure (servers, racks, etc).	Functional Deficiency	1	LS	3	\$102,680	313424 GOB
School requires Wireless Access Point hardware	Functional Deficiency	1	LS	3	\$26,576	313640 GOB
<b>Sub Total for System</b>		<b>4</b>	<b>items</b>		<b>\$174,461</b>	

**Specialties**

Deficiency	Category	Qty	UoM	Priority	Repair Cost	ID
Computer room lacks appropriate furniture.	Functional Deficiency	1	Ea.	4	\$2,117	250252
<b>Sub Total for System</b>		<b>1</b>	<b>items</b>		<b>\$2,117</b>	

**Other**

Deficiency	Category	Qty	UoM	Priority	Repair Cost	ID
School Selected Educational Adequacy Enhancement	Educational Adequacy	1	LS	2	\$100,000	314329 GOB
<b>Sub Total for System</b>		<b>1</b>	<b>items</b>		<b>\$100,000</b>	
<b>Sub Total for School and Site Level</b>		<b>9</b>	<b>items</b>		<b>\$1,035,742</b>	

**Building: 01 - Building 1**

**Site**

Deficiency	Category	Qty	UoM	Priority	Repair Cost	ID
The Canopy Lighting Requires Replacement	Deferred Maintenance	50	Ea.	2	\$99,291	207036
The Mounted Building Lighting Is Damaged And Should Be Replaced	Capital Renewal	18	Ea.	2	\$17,751	207037
The Pole Lighting Is Damaged And Should Be Replaced	Capital Renewal	17	Ea.	2	\$89,718	74548
<b>Sub Total for System</b>		<b>3</b>	<b>items</b>		<b>\$206,760</b>	

**Roofing**

Deficiency	Category	Qty	UoM	Priority	Repair Cost	ID
Reroofing with new Decking Required (Broward CPS)	Capital Renewal	66,450	SF	2	\$808,521	224583
Aluminum Covered Walkways Require Replacement	Capital Renewal	2,000	SF	3	\$13,365	201664
The Roof Requires Cleaning	Deferred Maintenance	3,000	SF	4	\$37,285	224582
<b>Sub Total for System</b>		<b>3</b>	<b>items</b>		<b>\$859,171</b>	

**Structural**

Deficiency	Category	Qty	UoM	Priority	Repair Cost	ID
Therapy pool requires renovation	Deferred Maintenance	1	LS	4	\$221,275	225825
<b>Sub Total for System</b>		<b>1</b>	<b>items</b>		<b>\$221,275</b>	



**Broward County Public Schools**

**School Deficiency Listing**

9/2/2014 8:17 AM

<b>0991</b>	<b>Wingate Oaks Center</b>
-------------	----------------------------

**Building: 01 - Building 1**

**Interior**

Deficiency	Category	Qty	UoM	Priority	Repair Cost	ID
Classroom Door Requires Vision Panel	Educational Adequacy	3	Ea.	3	\$1,120	Rollup
Classroom doors lack appropriate signs.	Educational Adequacy	4	Ea.	3	\$684	Rollup
Room has insufficient writing area.	Educational Adequacy	15	Ea.	3	\$15,578	Rollup
Room has insufficient tackboard area.	Educational Adequacy	34	Ea.	4	\$13,102	Rollup
Room lacks appropriate amount of teacher storage.	Educational Adequacy	83	Ea.	4	\$50,200	Rollup
Room lacks appropriate sound control.	Educational Adequacy	18,432	SF	4	\$578,103	Rollup
Room lacks a changing table.	Educational Adequacy	25	Ea.	5	\$62,210	Rollup
<b>Sub Total for System</b>		<b>7</b>	<b>Items</b>		<b>\$720,997</b>	

**Mechanical**

Deficiency	Category	Qty	UoM	Priority	Repair Cost	ID
Complete Kitchen HVAC Installation For Non-Air-Conditioned Facility?	Functional Deficiency	1,129	SF	2	\$30,063	74571 GOB
Complete Kitchen HVAC Installation For Non-Air-Conditioned Facility?	Functional Deficiency	1,129	SF	2	\$30,063	74571
Package Roof Top Unit Requires Replacement	Capital Renewal	1	Ea.	2	\$58,039	74630 GOB
Package Roof Top Unit Requires Replacement	Capital Renewal	1	Ea.	2	\$58,039	74630
The Chiller HVAC Component Is Damaged And Requires Replacement	Capital Renewal	1	Ea.	2	\$95,967	74618 GOB
The Chiller HVAC Component Is Damaged And Requires Replacement	Capital Renewal	1	Ea.	2	\$95,967	74618
The Exterior Chiller Requires Replacement	Capital Renewal	1	Ea.	2	\$123,415	74569 GOB
The Exterior Chiller Requires Replacement	Capital Renewal	1	Ea.	2	\$123,415	74569
Package Roof Top Unit Requires Replacement	Capital Renewal	2	Ea.	3	\$37,126	74570
The Air Handler HVAC Component Requires Replacement	Capital Renewal	2	Ea.	3	\$115,637	74574
The Fan Coil (Chilled Water) HVAC Component Requires Replacement	Capital Renewal	19	Ea.	3	\$85,352	74619
The Package Unit HVAC Component Requires Replacement	Capital Renewal	2	TonAC	3	\$4,945	74573
Duct Cleaning Required	Deferred Maintenance	57,808	SF	5	\$48,027	74572
<b>Sub Total for System</b>		<b>13</b>	<b>Items</b>		<b>\$906,054</b>	

**Electrical**

Deficiency	Category	Qty	UoM	Priority	Repair Cost	ID
Emergency Exit Signage Is Missing And Needed	Deferred Maintenance	35	Ea.	2	\$38,267	74552
Room has insufficient electrical outlets.	Educational Adequacy	72	Ea.	3	\$26,336	Rollup
The 1 X 4 Interior Fluorescent Light Fixture Requires Replacement	Capital Renewal	1,200	Ea.	3	\$427,965	74549
The 2 X 2 Interior Fluorescent Lighting Requires Replacement	Capital Renewal	20	Ea.	3	\$7,205	74550
The 2 X 4 Interior Fluorescent Lighting Requires Replacement	Capital Renewal	9	Ea.	3	\$5,106	74551
Room does not have tamper-proof light switching.	Educational Adequacy	31	Ea.	5	\$15,053	Rollup
Room lacks controls to partially dim lights.	Educational Adequacy	3	Ea.	5	\$2,338	Rollup
<b>Sub Total for System</b>		<b>7</b>	<b>Items</b>		<b>\$522,269</b>	

**Plumbing**

Deficiency	Category	Qty	UoM	Priority	Repair Cost	ID
The Class Room Lavatories Plumbing Fixtures Are Missing And Should Be Installed	Educational Adequacy	7	Ea.	2	\$9,496	Rollup
The Water Heater Plumbing Fixtures Are Damaged And Should Be Replaced	Capital Renewal	1	Ea.	2	\$2,648	74575
Prep room lacks a sink.	Educational Adequacy	1	Ea.	3	\$4,450	Rollup
Site Drainage Requires Regrading	Deferred Maintenance	5,000	SF	3	\$3,549	207032
Room lacks a private shower area.	Educational Adequacy	25	Ea.	4	\$228,319	Rollup

**Broward County Public Schools**

**School Deficiency Listing**

9/2/2014 8:17 AM

<b>0991</b>	<b>Wingate Oaks Center</b>
-------------	----------------------------

**Building: 01 - Building 1**

**Plumbing**

Deficiency	Category	Qty	UoM	Priority	Repair Cost	ID
Room lacks private toilets.	Educational Adequacy	4	Ea.	4	\$44,867	Rollup
Room lacks a drinking fountain.	Educational Adequacy	2	Ea.	5	\$1,918	Rollup
<b>Sub Total for System</b>		<b>7</b>	<b>Items</b>		<b>\$295,246</b>	

**Fire and Security**

Deficiency	Category	Qty	UoM	Priority	Repair Cost	ID
Install Fire Sprinklers	Code Compliance	82	SF	1	\$737	Rollup
<b>Sub Total for System</b>		<b>1</b>	<b>Items</b>		<b>\$737</b>	

**Technology**

Deficiency	Category	Qty	UoM	Priority	Repair Cost	ID
Room lacks Fixed Projector	Educational Adequacy	16	Ea.	2	\$58,947	Rollup
Room lacks Interactive White Board	Educational Adequacy	14	Ea.	2	\$38,104	Rollup
The Computer Closet Requires Fiber Optic Access to CER	Functional Deficiency	400	LF	2	\$9,000	Rollup
Room lacks access to video distribution.	Educational Adequacy	1	Ea.	5	\$665	Rollup
<b>Sub Total for System</b>		<b>4</b>	<b>Items</b>		<b>\$106,716</b>	

**Specialties**

Deficiency	Category	Qty	UoM	Priority	Repair Cost	ID
Room lacks an appropriate refrigerator.	Educational Adequacy	7	Ea.	3	\$36,773	Rollup
Room lacks an appropriate stove.	Educational Adequacy	6	Ea.	3	\$43,029	Rollup
The room lacks a washer and/or dryer.	Educational Adequacy	5	Ea.	3	\$20,080	Rollup
Blinds are missing or in poor condition.	Educational Adequacy	656	SF Surf	4	\$18,518	Rollup
Room does not have sufficient cubbies.	Educational Adequacy	364	Ea.	5	\$15,145	Rollup
Room has an insufficient number of coat hooks.	Educational Adequacy	300	Ea.	5	\$3,499	Rollup
<b>Sub Total for System</b>		<b>6</b>	<b>Items</b>		<b>\$137,043</b>	

**Other**

Deficiency	Category	Qty	UoM	Priority	Repair Cost	ID
Media Center requires renovation based on condition of room(s)	Capital Renewal	1	LS	2	\$95,381	316236 GOB
Provide renovation of restrooms associated with educational adequacy renovations	Capital Renewal	1	LS	2	\$20,500	316326 GOB
Renovate / Remodel Cafeteria	Deferred Maintenance	1	LS	2	\$261,804	316899
<b>Sub Total for System</b>		<b>3</b>	<b>Items</b>		<b>\$377,685</b>	
<b>Sub Total for Building 01 - Building 1</b>		<b>55</b>	<b>Items</b>		<b>\$4,353,952</b>	

**Building: 02 - Building Support**

**Roofing**

Deficiency	Category	Qty	UoM	Priority	Repair Cost	ID
Reroofing with new Decking Required (Broward CPS)	Capital Renewal	831	SF	2	\$10,111	224584
<b>Sub Total for System</b>		<b>1</b>	<b>Items</b>		<b>\$10,111</b>	

**Mechanical**

Deficiency	Category	Qty	UoM	Priority	Repair Cost	ID
The Exterior Condenser Requires Replacement	Capital Renewal	1	Ea.	1	\$4,158	201601 GOB
The Exterior Condenser Requires Replacement	Capital Renewal	1	Ea.	1	\$4,158	201601
The Chiller HVAC Component Is Damaged And Requires Replacement	Capital Renewal	1	Ea.	2	\$95,967	201602 GOB
The Chiller HVAC Component Is Damaged And Requires Replacement	Capital Renewal	1	Ea.	2	\$95,967	201602

**Broward County Public Schools**

**School Deficiency Listing**

9/2/2014 8:17 AM

<b>0991</b>	<b>Wingate Oaks Center</b>
-------------	----------------------------

**Building: 02 - Building Support**

**Mechanical**

Deficiency	Category	Qty	UoM	Priority	Repair Cost	ID
The Exterior Chiller Requires Replacement	Capital Renewal	1	Ea.	2	\$123,415	74638 GOB
The Exterior Chiller Requires Replacement	Capital Renewal	1	Ea.	2	\$123,415	74638
<b>Sub Total for System</b>		<b>6</b>	<b>items</b>		<b>\$447,080</b>	

**Electrical**

Deficiency	Category	Qty	UoM	Priority	Repair Cost	ID
The Panelboard Requires Replacement	Capital Renewal	1	Ea.	2	\$7,978	74559
The 1 X 4 Interior Fluorescent Light Fixture Requires Replacement	Capital Renewal	8	Ea.	3	\$2,853	74558
<b>Sub Total for System</b>		<b>2</b>	<b>items</b>		<b>\$10,831</b>	
<b>Sub Total for Building 02 - Building Support</b>		<b>9</b>	<b>items</b>		<b>\$468,022</b>	

**Building: 03 - Storage**

**Roofing**

Deficiency	Category	Qty	UoM	Priority	Repair Cost	ID
Reroofing Required (Broward CPS)	Capital Renewal	750	SF	2	\$7,867	224585
The Roof Requires Cleaning	Deferred Maintenance	1,200	SF	4	\$14,914	224586
<b>Sub Total for System</b>		<b>2</b>	<b>items</b>		<b>\$22,781</b>	

**Electrical**

Deficiency	Category	Qty	UoM	Priority	Repair Cost	ID
The 1 X 4 Interior Fluorescent Light Fixture Requires Replacement	Capital Renewal	4	Ea.	3	\$1,427	74563
<b>Sub Total for System</b>		<b>1</b>	<b>items</b>		<b>\$1,427</b>	
<b>Sub Total for Building 03 - Storage</b>		<b>3</b>	<b>items</b>		<b>\$24,207</b>	

**Building: 04 - Building 4**

Deficiency	Category	Qty	UoM	Priority	Repair Cost	ID
Ductwork Is Damaged And Should Be Repaired	Deferred Maintenance	20	LF	4	\$71	201616
<b>Sub Total for System</b>		<b>0</b>	<b>items</b>		<b>\$71</b>	

**Roofing**

Deficiency	Category	Qty	UoM	Priority	Repair Cost	ID
Reroofing with new Decking Required (Broward CPS)	Capital Renewal	3,975	SF	2	\$48,365	224588
The Roof Requires Cleaning	Deferred Maintenance	50	SF	4	\$621	224587
<b>Sub Total for System</b>		<b>2</b>	<b>items</b>		<b>\$48,987</b>	

**Interior**

Deficiency	Category	Qty	UoM	Priority	Repair Cost	ID
Classroom doors lack appropriate signs.	Educational Adequacy	1	Ea.	3	\$171	Rollup
<b>Sub Total for System</b>		<b>1</b>	<b>items</b>		<b>\$171</b>	

**Mechanical**

Deficiency	Category	Qty	UoM	Priority	Repair Cost	ID
The Exterior Air Handler Is Damaged And Requires Replacement	Capital Renewal	1	Ea.	2	\$128,566	201615 GOB
The Exterior Air Handler Is Damaged And Requires Replacement	Capital Renewal	1	Ea.	2	\$128,566	201615
Ductwork Requires Replacement (SF Basis)	Capital Renewal	4,174	SF	3	\$95,047	201658
The Air Handler HVAC Component Requires Replacement	Capital Renewal	1	Ea.	3	\$56,701	201617
<b>Sub Total for System</b>		<b>4</b>	<b>items</b>		<b>\$408,880</b>	

**Electrical**

Deficiency	Category	Qty	UoM	Priority	Repair Cost	ID
The 1 X 4 Interior Fluorescent Light Fixture Requires Replacement	Capital Renewal	10	Ea.	3	\$3,497	74564
The 2 X 4 Interior Fluorescent Lighting Requires Replacement	Capital Renewal	20	Ea.	3	\$11,128	74565

Rev 1 Sept 2014

Wingate Oaks Center

0991

M•A•P•P•S ©, Jacobs 2014

Page 4 of 6

**Broward County Public Schools**

**School Deficiency Listing**

9/2/2014 8:17 AM

<b>0991</b>	<b>Wingate Oaks Center</b>
-------------	----------------------------

**Building: 04 - Building 4**

**Electrical**

Deficiency	Category	Qty	UoM	Priority	Repair Cost	ID
The Incandescent Lighting Is Damaged And Should Be Replaced	Capital Renewal	20	Ea.	3	\$7,684	74566
	<b>Sub Total for System</b>	<b>3</b>	<b>Items</b>		<b>\$22,309</b>	
	<b>Sub Total for Building 04 - Building 4</b>	<b>10</b>	<b>Items</b>		<b>\$480,417</b>	

**Building: 05 - Classroom**

**Roofing**

Deficiency	Category	Qty	UoM	Priority	Repair Cost	ID
Reroofing with new Decking Required (Broward CPS)	Capital Renewal	2,199	SF	2	\$26,756	224590
The Roof Requires Cleaning	Deferred Maintenance	1,000	SF	4	\$12,428	224589
	<b>Sub Total for System</b>	<b>2</b>	<b>Items</b>		<b>\$39,184</b>	

**Interior**

Deficiency	Category	Qty	UoM	Priority	Repair Cost	ID
Room has insufficient tackboard area.	Educational Adequacy	4	Ea.	4	\$1,541	Rollup
Room lacks appropriate sound control.	Educational Adequacy	1,422	SF	4	\$44,601	Rollup
Room lacks a changing table.	Educational Adequacy	2	Ea.	5	\$4,977	Rollup
	<b>Sub Total for System</b>	<b>3</b>	<b>Items</b>		<b>\$51,119</b>	

**Mechanical**

Deficiency	Category	Qty	UoM	Priority	Repair Cost	ID
Controls Are Inadequate And Should Be Replaced With DDC Controls	Capital Renewal	2,309	SF	3	\$9,944	201619
The Fan Coil HVAC Component Requires Replacement	Capital Renewal	2	Ea.	3	\$7,822	201620
	<b>Sub Total for System</b>	<b>2</b>	<b>Items</b>		<b>\$17,765</b>	

**Electrical**

Deficiency	Category	Qty	UoM	Priority	Repair Cost	ID
Emergency Exit Signage Is Missing And Needed	Deferred Maintenance	2	Ea.	2	\$2,144	74568
Room does not have tamper-proof light switching.	Educational Adequacy	2	Ea.	5	\$971	Rollup
	<b>Sub Total for System</b>	<b>2</b>	<b>Items</b>		<b>\$3,116</b>	

**Plumbing**

Deficiency	Category	Qty	UoM	Priority	Repair Cost	ID
Room lacks a private shower area.	Educational Adequacy	2	Ea.	4	\$18,266	Rollup
	<b>Sub Total for System</b>	<b>1</b>	<b>Items</b>		<b>\$18,266</b>	

**Technology**

Deficiency	Category	Qty	UoM	Priority	Repair Cost	ID
Room lacks Fixed Projector	Educational Adequacy	1	Ea.	2	\$3,684	Rollup
Room lacks Interactive White Board	Educational Adequacy	1	Ea.	2	\$2,722	Rollup
	<b>Sub Total for System</b>	<b>2</b>	<b>Items</b>		<b>\$6,406</b>	

**Specialties**

Deficiency	Category	Qty	UoM	Priority	Repair Cost	ID
Room lacks an appropriate refrigerator.	Educational Adequacy	1	Ea.	3	\$5,253	Rollup
Room lacks an appropriate stove.	Educational Adequacy	2	Ea.	3	\$14,343	Rollup
Blinds are missing or in poor condition.	Educational Adequacy	48	SF Surf	4	\$1,355	Rollup

**Broward County Public Schools**

**School Deficiency Listing**

9/2/2014 8:17 AM

<b>0991</b>	<b>Wingate Oaks Center</b>
-------------	----------------------------

**Building: 05 - Classroom**

**Specialties**

Deficiency	Category	Qty	UoM	Priority	Repair Cost	ID
Room does not have sufficient cubbies.	Educational Adequacy	28	Ea.	5	\$1,165	Rollup
Room has an insufficient number of coat hooks.	Educational Adequacy	24	Ea.	5	\$280	Rollup
<b>Sub Total for System</b>		<b>5</b>	<b>items</b>		<b>\$22,396</b>	
<b>Sub Total for Building 05 - Classroom</b>		<b>17</b>	<b>items</b>		<b>\$158,252</b>	
<b>Total for Permanent Buildings</b>		<b>103</b>	<b>items</b>		<b>\$6,520,593</b>	
<b>Total for Portable Buildings</b>					<b>\$0</b>	
<b>Total for Campus</b>					<b>\$6,520,593</b>	

2.4.4 MAPPS Deficiency Data

Def ID	Site Name	Building Number	Building Name	Deficiency Description	Def Note	System ID	System Name	Uniformat Description	Category Description	Priority	Priority Description	Quantity	Unit	TTL Cost
210260	Pantalon Middle School 01	Building 1		The Aluminum Window is Damaged And Requires Replacement.	AWNING	4	Exterior	Exterior Fixed Windows	Capital Renewal	2	Indirect Impact to Mission (1 Year)	18	SF	\$2,686
210272	Pantalon Middle School 01	Building 1		The Aluminum Window is Damaged And Requires Replacement.		4	Exterior	Exterior Fixed Windows	Capital Renewal	2	Indirect Impact to Mission (1 Year)	360	SF	\$5,715
210338	Pantalon Middle School 02	Building 2		The Aluminum Window is Damaged And Requires Replacement.	AWNING	4	Exterior	Exterior Fixed Windows	Capital Renewal	2	Indirect Impact to Mission (1 Year)	88	SF	\$13,130
210360	Pantalon Middle School 03	Building Support		The Metal Exterior Door Requires Replacement.	EX7	4	Exterior	Exterior Entrance Doors	Capital Renewal	2	Indirect Impact to Mission (1 Year)	2	Door	\$6,507
210749	Pantalon Middle School 01	Building 1		The Mounted Building Lighting is Damaged And Should Be Replaced.		7	Electrical	Flood Lighting	Capital Renewal	2	Indirect Impact to Mission (1 Year)	6	Ea.	\$5,917
210754	Pantalon Middle School 01	Building 1		The Panelboard Requires Replacement.		7	Electrical	Power Distribution	Capital Renewal	2	Indirect Impact to Mission (1 Year)	7	Ea.	\$20,489
210762	Pantalon Middle School 01	Building 1		The Panelboard Requires Replacement.		7	Electrical	Power Distribution	Capital Renewal	2	Indirect Impact to Mission (1 Year)	3	Ea.	\$17,616
210760	Pantalon Middle School 01	Building 1		The Panelboard Requires Replacement.		7	Electrical	Power Distribution	Capital Renewal	2	Indirect Impact to Mission (1 Year)	2	Ea.	\$15,955
210757	Pantalon Middle School 01	Building 1		The Panelboard Requires Replacement.		7	Electrical	Power Distribution	Capital Renewal	2	Indirect Impact to Mission (1 Year)	1	Ea.	\$11,122
210763	Pantalon Middle School 01	Building 1		The Mounted Building Lighting is Damaged And Should Be Replaced.		7	Electrical	Flood Lighting	Capital Renewal	2	Indirect Impact to Mission (1 Year)	150	Ea.	\$147,924
210760	Pantalon Middle School 01	Building 1		The Exterior Dry Type Transformer Requires Replacement.		7	Electrical	Electrical Transformers	Capital Renewal	2	Indirect Impact to Mission (1 Year)	1	Ea.	\$19,057
210770	Pantalon Middle School 01	Building 1		The Panelboard Requires Replacement.		7	Electrical	Power Distribution	Capital Renewal	2	Indirect Impact to Mission (1 Year)	1	Ea.	\$5,872
210778	Pantalon Middle School 02	Building 2		The Electrical Transformer Requires Replacement.		7	Electrical	Packaged Generators	Capital Renewal	2	Indirect Impact to Mission (1 Year)	1	Ea.	\$6,933
210775	Pantalon Middle School 02	Building 2		The Panelboard Requires Replacement.		7	Electrical	Power Distribution	Capital Renewal	2	Indirect Impact to Mission (1 Year)	1	Ea.	\$5,872
210780	Pantalon Middle School 02	Building 2		The Panelboard Requires Replacement.		7	Electrical	Power Distribution	Capital Renewal	2	Indirect Impact to Mission (1 Year)	1	Ea.	\$11,122
210782	Pantalon Middle School 02	Building 2		The Mounted Building Lighting is Damaged And Should Be Replaced.		7	Electrical	Flood Lighting	Capital Renewal	2	Indirect Impact to Mission (1 Year)	3	Ea.	\$2,958
210789	Pantalon Middle School 03	Building Support		The Electrical Transformer Requires Replacement.		7	Electrical	Packaged Generator	Capital Renewal	2	Indirect Impact to Mission (1 Year)	1	Ea.	\$6,077
210819	Pantalon Middle School 01	Building 1		Test And Balancing Required.		6	Mechanical	Decentralized Cooling	Deferred Maintenance	3	Short Term Conditions (2-3 Years)	127970	SF	\$176,725
210823	Pantalon Middle School 01	Building 1		The Air Handler HVAC Component Requires Replacement.	2 @ 2,600 CFM	6	Mechanical	Decentralized Cooling	Capital Renewal	3	Short Term Conditions (2-3 Years)	5200	CFM	\$14,607
210824	Pantalon Middle School 01	Building 1		Install Fire Sprinklers		9	Fire and Security	Water Based Fire-Suppression	Code Compliance	1	Mission Critical Concerns	63865	SF	\$551,706
210858	Pantalon Middle School 02	Building 2		Install Fire Sprinklers		9	Fire and Security	Water Based Fire-Suppression	Code Compliance	1	Mission Critical Concerns	3303	SF	\$28,480
210863	Pantalon Middle School 03	Building Support		Install Fire Sprinklers		9	Fire and Security	Water Based Fire-Suppression	Code Compliance	1	Mission Critical Concerns	538	SF	\$4,638
210872	Pantalon Middle School 05	Building 5		Test And Balancing Required.		6	Mechanical	Decentralized Cooling	Deferred Maintenance	3	Short Term Conditions (2-3 Years)	32668	SF	\$43,481
224149	Pantalon Middle School 01	Building 1		Decking with new Decking Required (Bowstar CPS).		2	Roofing	Low-Slope Roofing	Capital Renewal	2	Indirect Impact to Mission (1 Year)	150730	SF	\$1,683,643
224150	Pantalon Middle School 02	Building 2		Roofing with new Decking Required (Bowstar CPS).		2	Roofing	Low-Slope Roofing	Capital Renewal	2	Indirect Impact to Mission (1 Year)	3303	SF	\$40,189
224151	Pantalon Middle School 03	Building Support		Roofing with new Decking Required (Bowstar CPS).		2	Roofing	Low-Slope Roofing	Capital Renewal	2	Indirect Impact to Mission (1 Year)	512	SF	\$6,226

**Deficiency Data Grid**  
Thursday, October 22,  
2015 7:34 AM

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
Def ID	Srv. Name	Building Number	Building Name	Deficiency Description	Def. Note	System ID	System Name	Uniformat Description	Category Description	Priority	Priority Description	Quantity	Unit	TTL Cost	GOB													
224152	Plantation Middle School	04	Storage	Roofing with new Insulated Board (CFS)		2	Roofing	Low-Slope Roofing	Capital Renewal	2	Indirect Impact to Mission (1 Year)	160	SF	\$1,947	GOB													
225150	Plantation Middle School			CATx wires to WAP needs to be provided		10	Technology	Data Communications	Functional Deficiency	3	Short Term Conditions (2-3 Years)	88	Ea.	\$68,730	GOB													
313380	Plantation Middle School			School requires technology infrastructure (servers, racks, etc).		10	Technology	Educational and Scientific Equipment	Functional Deficiency	3	Short Term Conditions (2-3 Years)	1	LS	\$2,160	GOB													
313598	Plantation Middle School			School requires Wireless Access Point hardware		10	Technology	Educational and Scientific Equipment	Functional Deficiency	3	Short Term Conditions (2-3 Years)	1	LS	\$53,152	GOB													
313788	Plantation Middle School			School requires computers to close accessibility gap		10	Technology	Educational and Scientific Equipment	Functional Deficiency	3	Short Term Conditions (2-3 Years)	1	LS	\$139,300	GOB													
314495	Plantation Middle School			Aluminum Covered Walkways Require Replacement	Originally part of roof replacement deficiency. Puled out separate to reflect covered walk canopy pricing.	2	Roofing	Canopy Roofing	Capital Renewal	2	Indirect Impact to Mission (1 Year)	1000	SF	\$6,205	GOB													
316304	Plantation Middle School	01	Building 1	Media Center requires renovation based on condition of room(s)	Room design = 380	26	Other	Educational Enhancements	Capital Renewal	2	Indirect Impact to Mission (1 Year)	1	LS	\$305,970	GOB													
316430	Plantation Middle School	01	Building 1	Restroom associated with cafeteria requires adequacy renovations	Room design = 815/616	26	Other	Educational Enhancements	Capital Renewal	2	Indirect Impact to Mission (1 Year)	1	LS	\$249,250	GOB													

2.4.5 MAPPS Deficiency Detail

**Broward County Public Schools**  
**290 Wingate Oaks Center**

**Deficiency Detail**

1/12/2016 10:50 AM

Location: **Wingate Oaks Center->Bldg 1**

**Deficiency:**

Assess ID **74569** Surveyor/Update **Sherry Sims**  
Deficiency Code ID **M05-03**  
Status **Estimated** FCI **Yes**  
Life Cycle **24579**

Deficiency **The Exterior Chiller Requires Replacement**

Category **Capital Renewal** System **Mechanical**

Priority **2-Indirect Impact to Mission (1 Year)** Functional Adequacy **Non Related**

Correction **Replace 70 Ton Exterior Chiller** Quantity / UoM

Project(s) Note **80 TonAC**

**Estimate:**

Type	Number	Description	Qty	UoM	Price	Extension	
U	230505108010	Water chiller, 15 thru 100 ton, selective demolition	1	Ea.	4,250.00	\$4,250	
U	236419100546	Water chiller, liquid chiller, packaged unit with integral air cooled condenser, 70 ton cooling, includes standard controls	1	Ea.	66,000.00	\$66,000	
U	015436502200	Mobilization or demobilization, crane, crawler-mounted, up to 75 ton	1	Ea.	1,125.00	\$1,125	
<b>Sub Total</b>						<b>\$71,375</b>	
					Construction Adjustment	35%	24,624
<b>Construction Cost</b>						<b>\$95,999</b>	
					Adjustment Factor	0%	0
					Soft Cost Adjustment	48%	46,512
<b>Total Estimated Amount</b>						<b>\$142,511</b>	



**Broward County Public Schools**

**Deficiency Detail**

**290 Wingate Oaks Center**

1/12/2016 10:50 AM

Location: **Wingate Oaks Center->Bldg 1**

**Deficiency:**

Assess ID	<b>74570</b>	Surveyor/Update	<b>Sherry Sims</b>
Deficiency Code ID	<b>M29-03</b>		
Status	<b>Estimated</b>	FCI	<b>Yes</b>
Life Cycle	<b>24609</b>		

Deficiency **Package Roof Top Unit Requires Replacement**

Category	<b>Capital Renewal</b>	System	<b>Mechanical</b>
Priority	<b>3-Short Term Conditions (2-3 Years)</b>	Functional Adequacy	<b>Non Related</b>
Correction	<b>Replace 5 Ton Packaged RTU</b>	Quantity / UoM	
Project(s) Note	<b>2@10/20=30 TonAC</b>		

**Estimate:**

Type	Number	Description	Qty	UoM	Price	Extension
U	230505105100	Rooftop air conditioner, up thru 10 ton, selective demolition	2	Ea.	940.00	\$1,880
U	260580101500	Motor connections, flexible conduit and fittings, 3 phase, 460 volt, 5 HP motor	2	Ea.	91.00	\$182
U	015436502200	Mobilization or demobilization, crane, crawler-mounted, up to 75 ton	2	Ea.	1,125.00	\$2,250
U	237433101140	Rooftop air conditioner, single zone, electric cool, gas heat, 5 ton cooling, 112 MBH heating, includes, standard controls, curb and economizer	2	Ea.	8,150.00	\$16,300
<b>Sub Total</b>						<b>\$20,612</b>
					Construction Adjustment	35% 7,111
<b>Construction Cost</b>						<b>\$27,723</b>
					Adjustment Factor	0% 0
					Soft Cost Adjustment	55% 15,148
<b>Total Estimated Amount</b>						<b>\$42,871</b>

**Broward County Public Schools**

**Deficiency Detail**

**290 Wingate Oaks Center**

1/12/2016 10:50 AM

Location: **Wingate Oaks Center->Bldg 1**

**Deficiency:**

Assess ID **74571** Surveyor/Update **Sherry Sims**  
Deficiency Code ID **M51-01**  
Status **Estimated** FCI **Yes**  
Life Cycle

Deficiency **Complete Kitchen HVAC Installation For Non-Air-Conditioned Facility**

Category **Functional Deficiency** System **Mechanical**

Priority **2-Indirect Impact to Mission (1 Year)** Functional Adequacy **Non Related**

Correction **Add Air Conditioning To Food Service Area.** Quantity / UoM

Project(s) Note

**Estimate:**

Type	Number	Description	Qty	UoM	Price	Extension
A	D30501703760	Split system, air cooled condensing unit, restaurants, 1,000 SF, 5.00 ton	1,129	SF	15.40	\$17,387
<b>Sub Total</b>						<b>\$17,387</b>
					Construction Adjustment	35% 5,998
<b>Construction Cost</b>						<b>\$23,385</b>
					Adjustment Factor	0% 0
					Soft Cost Adjustment	48% 11,330
<b>Total Estimated Amount</b>						<b>\$34,715</b>

**Broward County Public Schools**

**Deficiency Detail**

**290 Wingate Oaks Center**

1/12/2016 10:50 AM

Location: **Wingate Oaks Center->Bldg 1**

**Deficiency:**

Assess ID	<b>74572</b>	Surveyor/Update	<b>Sherry Sims</b>
Defeciency Code ID	<b>M55-01</b>		
Status	<b>Estimated</b>	FCI	<b>Yes</b>
Life Cycle			

Deficiency **Duct Cleaning Required**

Category	<b>Deferred Maintenance</b>	System	<b>Mechanical</b>
----------	-----------------------------	--------	-------------------

Priority	<b>5-General Improvements</b>	Functional Adequacy	<b>Non Related</b>
----------	-------------------------------	---------------------	--------------------

Correction	<b>Clean Ducts</b>	Quantity / UoM	
------------	--------------------	----------------	--

Project(s) Note

**Estimate:**

Type	Number	Description	Qty	UoM	Price	Extension	
U	019313150840	Ductwork, rectangular, clean, 10" x 20" (max)	4,336	LF	6.15	\$26,664	
<b>Sub Total</b>						<b>\$26,664</b>	
					Construction Adjustment	35%	9,199
<b>Construction Cost</b>						<b>\$35,863</b>	
					Adjustment Factor	0%	0
					Soft Cost Adjustment	55%	19,596
<b>Total Estimated Amount</b>						<b>\$55,459</b>	

**Broward County Public Schools**  
**290 Wingate Oaks Center**

**Deficiency Detail**

1/12/2016 10:50 AM

Location: **Wingate Oaks Center->Bldg 1**

**Deficiency:**

Assess ID	<b>74573</b>	Surveyor/Update	<b>Sherry Sims</b>
Deficiency Code ID	<b>M57-01C</b>		
Status	<b>Estimated</b>	FCI	<b>Yes</b>
Life Cycle	<b>24599</b>		

Deficiency **The Package Unit HVAC Component Requires Replacement**

Category	<b>Capital Renewal</b>	System	<b>Mechanical</b>
Priority	<b>3-Short Term Conditions (2-3 Years)</b>	Functional Adequacy	<b>Non Related</b>
Correction	<b>Replace packaged HVAC Unit</b>	Quantity / UoM	
Project(s) Note	<b>2@20/10=30TonAC</b>		

**Estimate:**

Type	Number	Description	Qty	UoM	Price	Extension	
M	015433602500	Rent crane truck mounted, hydraulic, 25 ton capacity	0	Day	615.31	\$35	
M	D30502011010	A/C packaged, DX, air cooled, electric heat, constant volume, 5 ton	0	Ea.	9,822.62	\$1,965	
U	233723104250	Ventilator, stationary mushroom, aluminum, 42" orifice diameter, includes base	0	Ea.	2,950.00	\$590	
U	230505109000	HVAC, selective demolition, minimum labor/equipment charge	0	Job	680.00	\$155	
<b>Sub Total</b>						<b>\$2,745</b>	
					Construction Adjustment	35%	947
<b>Construction Cost</b>						<b>\$3,692</b>	
					Adjustment Factor	0%	0
					Soft Cost Adjustment	55%	2,017
<b>Total Estimated Amount</b>						<b>\$5,710</b>	

**Broward County Public Schools**  
**290 Wingate Oaks Center**

**Deficiency Detail**

1/12/2016 10:50 AM

Location: **Wingate Oaks Center->Bldg 1**

**Deficiency:**

Assess ID **74574** Surveyor/Update **Sherry Sims**  
Deficiency Code ID **M57-02C**  
Status **Estimated** FCI **Yes**  
Life Cycle **24597**

Deficiency **The Air Handler HVAC Component Requires Replacement**

Category **Capital Renewal** System **Mechanical**

Priority **3-Short Term Conditions (2-3 Years)** Functional Adequacy **Non Related**

Correction **Replace 5000 CFM Air Handler** Quantity / UoM

Project(s) Note

**Estimate:**

Type	Number	Description	Qty	UoM	Price	Extension
U	237313202340	Central station air handling unit, packaged indoor, variable air volume, 5000 CFM, cooling coils may be chilled water or DX, heating coils may be hot water, steam or electric	2	Ea.	26,000.00	\$52,000
U	230505100400	Central station air handler, up thru 15 ton, selective demolition	2	Ea.	820.00	\$1,640
U	015419500100	Crane crew, daily use for small jobs, 12-ton truck-mounted hydraulic crane, portal to portal	2	Day	1,600.00	\$3,200
U	233113131030	Metal ductwork, fabricated rectangular, 500 to 1000 lb., stainless steel, type 304, includes fittings, joints, supports and allow for a flexible connections field sketches, excludes as-built drawings and insulation	500	Lb	13.40	\$6,700
U	260580101590	Motor connections, flexible conduit and fittings, 3 phase, 460 volt, 100 HP motor	2	Ea.	330.00	\$660
<b>Sub Total</b>						<b>\$64,200</b>
					Construction Adjustment	35% 22,149
<b>Construction Cost</b>						<b>\$86,349</b>
					Adjustment Factor	0% 0
					Soft Cost Adjustment	55% 47,181
<b>Total Estimated Amount</b>						<b>\$133,530</b>

**Broward County Public Schools**  
**290 Wingate Oaks Center**

**Deficiency Detail**

1/12/2016 10:50 AM

Location: **Wingate Oaks Center->Bldg 1**

**Deficiency:**

Assess ID **74618** Surveyor/Update **Sherry Sims**  
Deficiency Code ID **M57-04C**  
Status **Estimated** FCI **Yes**  
Life Cycle

Deficiency **The Chiller HVAC Component Is Damaged And Requires Replacement**

Category **Capital Renewal** System **Mechanical**

Priority **2-Indirect Impact to Mission (1 Year)** Functional Adequacy **Non Related**

Correction **Replace 50 Ton Chiller** Quantity / UoM

Project(s) Note

**Estimate:**

Type	Number	Description	Qty	UoM	Price	Extension
U	260580101530	Motor connections, flexible conduit and fittings, 3 phase, 460 volt, 25 HP motor	1	Ea.	126.00	\$126
U	236419101100	Water chiller, reciprocating, multiple compressor, semi-hermetic, water cooled, 50 ton cooling, includes standard controls, excludes water tower	1	Ea.	50,000.00	\$50,000
U	230505108010	Water chiller, 15 thru 100 ton, selective demolition	1	Ea.	4,250.00	\$4,250
U	015436502200	Mobilization or demobilization, crane, crawler-mounted, up to 75 ton	1	Ea.	1,125.00	\$1,125
<b>Sub Total</b>						<b>\$55,501</b>
					Construction Adjustment	35% 19,148
<b>Construction Cost</b>						<b>\$74,649</b>
					Adjustment Factor	0% 0
					Soft Cost Adjustment	48% 36,167
<b>Total Estimated Amount</b>						<b>\$110,816</b>

**Broward County Public Schools**  
**290 Wingate Oaks Center**

**Deficiency Detail**

1/12/2016 10:50 AM

Location: **Wingate Oaks Center->Bldg 1**

**Deficiency:**

Assess ID	<b>74619</b>	Surveyor/Update	<b>Sherry Sims</b>
Deficiency Code ID	<b>M57-03CW</b>		
Status	<b>Estimated</b>	FCI	<b>Yes</b>
Life Cycle	<b>24633</b>		

Deficiency **The Fan Coil (Chilled Water) HVAC Component Requires Replacement**

Category	<b>Capital Renewal</b>	System	<b>Mechanical</b>
----------	------------------------	--------	-------------------

Priority	<b>3-Short Term Conditions (2-3 Years)</b>	Functional Adequacy	<b>Non Related</b>
----------	--------------------------------------------	---------------------	--------------------

Correction	<b>Replace Fan Coil - Chilled Water ( 3 ton)</b>	Quantity / UoM	
------------	--------------------------------------------------	----------------	--

Project(s) Note

**Estimate:**

Type	Number	Description	Qty	UoM	Price	Extension
U	230505102150	Fan coil air conditioner, chilled water, up thru 7-1/2 ton, selective demolition	19	Ea.	94.00	\$1,786
U	238219100180	Fan coil A.C., cabinet mounted, chilled water, 3 ton cooling, includes filters and controls	19	Ea.	2,400.00	\$45,600
<b>Sub Total</b>						<b>\$47,386</b>
Construction Adjustment						35% 16,348
<b>Construction Cost</b>						<b>\$63,734</b>
Adjustment Factor						0% 0
Soft Cost Adjustment						55% 34,824
<b>Total Estimated Amount</b>						<b>\$98,559</b>

**Broward County Public Schools**

**Deficiency Detail**

**290 Wingate Oaks Center**

1/12/2016 10:50 AM

Location: **Wingate Oaks Center->Bldg 1**

**Deficiency:**

Assess ID	<b>74630</b>	Surveyor/Update	<b>Sherry Sims</b>
Deficiency Code ID	<b>M29-03</b>		
Status	<b>Estimated</b>	FCI	<b>Yes</b>
Life Cycle	<b>24610</b>		

Deficiency **Package Roof Top Unit Requires Replacement**

Category	<b>Capital Renewal</b>	System	<b>Mechanical</b>
----------	------------------------	--------	-------------------

Priority	<b>2-Indirect Impact to Mission (1 Year)</b>	Functional Adequacy	<b>Non Related</b>
----------	----------------------------------------------	---------------------	--------------------

Correction	<b>Replace 20 Ton Packaged RTU</b>	Quantity / UoM	
------------	------------------------------------	----------------	--

Project(s) Note

**Estimate:**

Type	Number	Description	Qty	UoM	Price	Extension
U	260580101520	Motor connections, flexible conduit and fittings, 3 phase, 460 volt, 10 HP motor	1	Ea.	91.00	\$91
U	230505105110	Rooftop air conditioner, 12 thru 40 ton, selective demolition	1	Ea.	2,050.00	\$2,050
U	237433101200	Rooftop air conditioner, single zone, electric cool, gas heat, 20 ton cooling, 360 MBH heating, includes, standard controls, curb and economizer	1	Ea.	30,300.00	\$30,300
U	015436502200	Mobilization or demobilization, crane, crawler-mounted, up to 75 ton	1	Ea.	1,125.00	\$1,125
<b>Sub Total</b>						<b>\$33,566</b>
					Construction Adjustment	35% 11,580
<b>Construction Cost</b>						<b>\$45,146</b>
					Adjustment Factor	0% 0
					Soft Cost Adjustment	48% 21,873
<b>Total Estimated Amount</b>						<b>\$67,020</b>



**Broward County Public Schools**  
**290 Wingate Oaks Center**

**Deficiency Detail**

1/12/2016 10:50 AM

Location: **Wingate Oaks Center->Bldg Support**

**Deficiency:**

Assess ID **74638** Surveyor/Update **Sherry Sims**  
Deficiency Code ID **M05-03**  
Status **Estimated** FCI **Yes**  
Life Cycle **24698**

Deficiency **The Exterior Chiller Requires Replacement**

Category **Capital Renewal** System **Mechanical**

Priority **2-Indirect Impact to Mission (1 Year)** Functional Adequacy **Non Related**

Correction **Replace 70 Ton Exterior Chiller** Quantity / UoM

Project(s) Note

**Estimate:**

Type	Number	Description	Qty	UoM	Price	Extension	
U	230505108010	Water chiller, 15 thru 100 ton, selective demolition	1	Ea.	4,250.00	\$4,250	
U	236419100546	Water chiller, liquid chiller, packaged unit with integral air cooled condenser, 70 ton cooling, includes standard controls	1	Ea.	66,000.00	\$66,000	
U	015436502200	Mobilization or demobilization, crane, crawler-mounted, up to 75 ton	1	Ea.	1,125.00	\$1,125	
<b>Sub Total</b>						<b>\$71,375</b>	
					Construction Adjustment	35%	24,624
<b>Construction Cost</b>						<b>\$95,999</b>	
					Adjustment Factor	0%	0
					Soft Cost Adjustment	48%	46,512
<b>Total Estimated Amount</b>						<b>\$142,511</b>	

**Broward County Public Schools**

**Deficiency Detail**

**290 Wingate Oaks Center**

1/12/2016 10:50 AM

Location: **Wingate Oaks Center->Bldg Support**

**Deficiency:**

Assess ID	<b>201601</b>	Surveyor/Update	<b>Sherry Sims</b>
Deficiency Code ID	<b>M02-03</b>		
Status	<b>Estimated</b>	FCI	<b>Yes</b>
Life Cycle	<b>24704</b>		

Deficiency **The Exterior Condenser Requires Replacement**

Category	<b>Capital Renewal</b>	System	<b>Mechanical</b>
----------	------------------------	--------	-------------------

Priority	<b>1-Mission Critical Concerns</b>	Functional Adequacy	<b>Non Related</b>
----------	------------------------------------	---------------------	--------------------

Correction	<b>Replace 3 ton Exterior Condenser</b>	Quantity / UoM	
------------	-----------------------------------------	----------------	--

Project(s) Note

**Estimate:**

Type	Number	Description	Qty	UoM	Price	Extension
U	236313101630	Condenser, ratings are for air cooled, direct drive, propeller fan, 30Deg.F temperature difference, 3 ton, R-22	1	Ea.	1,725.00	\$1,725
U	230505109000	HVAC, selective demolition, minimum labor/equipment charge	1	Job	680.00	\$680
<b>Sub Total</b>						<b>\$2,405</b>
Construction Adjustment					35%	830
<b>Construction Cost</b>						<b>\$3,235</b>
Adjustment Factor					0%	0
Soft Cost Adjustment					48%	1,567
<b>Total Estimated Amount</b>						<b>\$4,802</b>

**Broward County Public Schools**

**Deficiency Detail**

**290 Wingate Oaks Center**

1/12/2016 10:50 AM

Location: **Wingate Oaks Center->Bldg Support**

**Deficiency:**

Assess ID	<b>201602</b>	Surveyor/Update	<b>Sherry Sims</b>
Deficiency Code ID	<b>M57-04C</b>		
Status	<b>Estimated</b>	FCI	<b>Yes</b>
Life Cycle			

Deficiency **The Chiller HVAC Component Is Damaged And Requires Replacement**

Category	<b>Capital Renewal</b>	System	<b>Mechanical</b>
----------	------------------------	--------	-------------------

Priority	<b>2-Indirect Impact to Mission (1 Year)</b>	Functional Adequacy	<b>Non Related</b>
----------	----------------------------------------------	---------------------	--------------------

Correction	<b>Replace 50 Ton Chiller</b>	Quantity / UoM	
------------	-------------------------------	----------------	--

Project(s) Note

**Estimate:**

Type	Number	Description	Qty	UoM	Price	Extension
U	260580101530	Motor connections, flexible conduit and fittings, 3 phase, 460 volt, 25 HP motor	1	Ea.	126.00	\$126
U	236419101100	Water chiller, reciprocating, multiple compressor, semi-hermetic, water cooled, 50 ton cooling, includes standard controls, excludes water tower	1	Ea.	50,000.00	\$50,000
U	230505108010	Water chiller, 15 thru 100 ton, selective demolition	1	Ea.	4,250.00	\$4,250
U	015436502200	Mobilization or demobilization, crane, crawler-mounted, up to 75 ton	1	Ea.	1,125.00	\$1,125
<b>Sub Total</b>						<b>\$55,501</b>
					Construction Adjustment	35% 19,148
<b>Construction Cost</b>						<b>\$74,649</b>
					Adjustment Factor	0% 0
					Soft Cost Adjustment	48% 36,167
<b>Total Estimated Amount</b>						<b>\$110,816</b>

**Broward County Public Schools**

**Deficiency Detail**

**290 Wingate Oaks Center**

1/12/2016 10:50 AM

Location: **Wingate Oaks Center->Bldg 4**

**Deficiency:**

Assess ID	<b>201615</b>	Surveyor/Update	<b>Sherry Sims</b>
Deficiency Code ID	<b>M04-03</b>		
Status	<b>Estimated</b>	FCI	<b>Yes</b>
Life Cycle			

Deficiency **The Exterior Air Handler Is Damaged And Requires Replacement**

Category	<b>Capital Renewal</b>	System	<b>Mechanical</b>
----------	------------------------	--------	-------------------

Priority	<b>2-Indirect Impact to Mission (1 Year)</b>	Functional Adequacy	<b>Non Related</b>
----------	----------------------------------------------	---------------------	--------------------

Correction	<b>Replace 10,000 CFM Exterior Air Handler</b>	Quantity / UoM	
------------	------------------------------------------------	----------------	--

Project(s) Note **1@5,000=5,000 CFM**

**Estimate:**

Type	Number	Description	Qty	UoM	Price	Extension	
U	230505100400	Central station air handler, up thru 15 ton, selective demolition	1	Ea.	820.00	\$820	
U	237413103250	Air handling unit, packaged weatherproof, with cooling/heating coil section, filters, mixing box, variable air volume, single zone, 10,000 CFM, cooling coils may be chilled water or DX, heating coils may be hot water, steam or electric	1	Ea.	75,000.00	\$75,000	
<b>Sub Total</b>						<b>\$75,820</b>	
					Construction Adjustment	35%	26,158
<b>Construction Cost</b>						<b>\$101,978</b>	
					Adjustment Factor	0%	0
					Soft Cost Adjustment	46%	46,482
<b>Total Estimated Amount</b>						<b>\$148,459</b>	

**Broward County Public Schools**  
**290 Wingate Oaks Center**

**Deficiency Detail**

1/12/2016 10:50 AM

Location: **Wingate Oaks Center->Bldg 4**

**Deficiency:**

Assess ID	<b>201617</b>	Surveyor/Update	<b>Sherry Sims</b>
Deficiency Code ID	<b>M57-02C</b>		
Status	<b>Estimated</b>	FCI	<b>Yes</b>
Life Cycle	<b>24849</b>		

Deficiency **The Air Handler HVAC Component Requires Replacement**

Category	<b>Capital Renewal</b>	System	<b>Mechanical</b>
----------	------------------------	--------	-------------------

Priority	<b>3-Short Term Conditions (2-3 Years)</b>	Functional Adequacy	<b>Non Related</b>
----------	--------------------------------------------	---------------------	--------------------

Correction	<b>Replace 5000 CFM Air Handler</b>	Quantity / UoM	
------------	-------------------------------------	----------------	--

Project(s) Note

**Estimate:**

Type	Number	Description	Qty	UoM	Price	Extension
U	237313202340	Central station air handling unit, packaged indoor, variable air volume, 5000 CFM, cooling coils may be chilled water or DX, heating coils may be hot water, steam or electric	1	Ea.	26,000.00	\$26,000
U	230505100400	Central station air handler, up thru 15 ton, selective demolition	1	Ea.	820.00	\$820
U	015419500100	Crane crew, daily use for small jobs, 12-ton truck-mounted hydraulic crane, portal to portal	1	Day	1,600.00	\$1,600
U	233113131030	Metal ductwork, fabricated rectangular, 500 to 1000 lb., stainless steel, type 304, includes fittings, joints, supports and allow for a flexible connections field sketches, excludes as-built drawings and insulation	250	Lb	13.40	\$3,350
U	260580101590	Motor connections, flexible conduit and fittings, 3 phase, 460 volt, 100 HP motor	1	Ea.	330.00	\$330
<b>Sub Total</b>						<b>\$32,100</b>
					Construction Adjustment	35% 11,074
<b>Construction Cost</b>						<b>\$43,174</b>
					Adjustment Factor	0% 0
					Soft Cost Adjustment	52% 22,300
<b>Total Estimated Amount</b>						<b>\$65,474</b>

**Broward County Public Schools**

**Deficiency Detail**

**290 Wingate Oaks Center**

1/12/2016 10:50 AM

Location: **Wingate Oaks Center->CR**

**Deficiency:**

Assess ID	<b>201619</b>	Surveyor/Update	<b>Sherry Sims</b>
Deficiency Code ID	<b>M54-03</b>		
Status	<b>Estimated</b>	FCI	<b>Yes</b>
Life Cycle	<b>24735</b>		

Deficiency **Controls Are Inadequate And Should Be Replaced With DDC Controls**

Category	<b>Capital Renewal</b>	System	<b>Mechanical</b>
----------	------------------------	--------	-------------------

Priority	<b>3-Short Term Conditions (2-3 Years)</b>	Functional Adequacy	<b>Non Related</b>
----------	--------------------------------------------	---------------------	--------------------

Correction	<b>Replace DDC HVAC Controls</b>	Quantity / UoM	
------------	----------------------------------	----------------	--

Project(s) Note

**Estimate:**

**Broward County Public Schools**

**Deficiency Detail**

**290 Wingate Oaks Center**

1/12/2016 10:50 AM

Location: **Wingate Oaks Center->CR**

**Deficiency:**

Assess ID	<b>201620</b>	Surveyor/Update	<b>Sherry Sims</b>
Deficiency Code ID	<b>M57-03DX</b>		
Status	<b>Estimated</b>	FCI	<b>Yes</b>
Life Cycle	<b>24740</b>		

Deficiency **The Fan Coil HVAC Component Requires Replacement**

Category	<b>Capital Renewal</b>	System	<b>Mechanical</b>
----------	------------------------	--------	-------------------

Priority	<b>3-Short Term Conditions (2-3 Years)</b>	Functional Adequacy	<b>Non Related</b>
----------	--------------------------------------------	---------------------	--------------------

Correction	<b>Replace Fan Coil - D/X ( 5 ton)</b>	Quantity / UoM	
------------	----------------------------------------	----------------	--

Project(s) Note **5TonAC**

**Estimate:**

Type	Number	Description	Qty	UoM	Price	Extension	
U	230505102154	Fan coil air conditioner, direct expansion, up thru 10 ton, selective demolition	2	Ea.	164.00	\$328	
U	238219101000	Fan coil A.C., direct expansion for use w/air cooled condensing unit, 5 ton cooling, includes filters and controls	2	Ea.	2,050.00	\$4,100	
<b>Sub Total</b>						<b>\$4,428</b>	
					Construction Adjustment	35%	1,528
<b>Construction Cost</b>						<b>\$5,956</b>	
					Adjustment Factor	0%	0
					Soft Cost Adjustment	52%	3,076
<b>Total Estimated Amount</b>						<b>\$9,032</b>	

**Broward County Public Schools**

**Deficiency Detail**

**290 Wingate Oaks Center**

1/12/2016 10:50 AM

Location: **Wingate Oaks Center->Bldg 4**

**Deficiency:**

Assess ID	<b>201658</b>	Surveyor/Update	<b>Sherry Sims</b>
Deficiency Code ID	<b>M59-03b</b>		
Status	<b>Estimated</b>	FCI	<b>Yes</b>
Life Cycle	<b>24838</b>		

Deficiency **Ductwork Requires Replacement (SF Basis)**

Category	<b>Capital Renewal</b>	System	<b>Mechanical</b>
----------	------------------------	--------	-------------------

Priority	<b>3-Short Term Conditions (2-3 Years)</b>	Functional Adequacy	<b>Non Related</b>
----------	--------------------------------------------	---------------------	--------------------

Correction	<b>Replace Building Ductwork System</b>	Quantity / UoM	
------------	-----------------------------------------	----------------	--

Project(s) Note

**Estimate:**

Type	Number	Description	Qty	UoM	Price	Extension
U	233116133500	Ductwork, rigid fiberglass ductboard, foil reinforced kraft facing, rectangular, aluminum faced (FRK), 1" thick, standard weight	1,664	SF Surf	6.35	\$10,566
U	230505101640	Diffusers, registers or grills, 21" thru 36" max dimension, selective demolition	48	Ea.	19.15	\$911
U	233713605180	Register, air return, ceiling or wall, fixed face blades, anodized aluminum, 45 Deg., 12" x 18", includes adjustable opposed blade damper	16	Ea.	67.00	\$1,063
U	233713101170	Diffuser, aluminum, ceiling, rectangular, 1 to 4 way blow, 24" x 12", includes opposed blade damper	32	Ea.	249.00	\$7,899
U	230505101570	Ductwork, metal; steel and stainless steel, fabricated, selective demolition	3,840	Lb	1.24	\$4,762
U	233113130580	Metal ductwork, fabricated rectangular, galvanized steel, over 5000 lb., includes fittings, joints, supports and allow for a flexible connections field sketches, excludes as-built drawings and insulation	3,840	Lb	7.45	\$28,609
<b>Sub Total</b>						<b>\$53,809</b>
					Construction Adjustment	35% 18,564
<b>Construction Cost</b>						<b>\$72,374</b>
					Adjustment Factor	0% 0
					Soft Cost Adjustment	52% 37,381
<b>Total Estimated Amount</b>						<b>\$109,755</b>



**Broward County Public Schools**  
**290 Wingate Oaks Center**

**Deficiency Detail**

1/12/2016 10:50 AM

Location: **Wingate Oaks Center**

**Deficiency:**

Assess ID **220905** Surveyor/Update  
Defecency Code ID **FireAlarm-01**  
Status **Estimated** FCI **Yes**  
Life Cycle

Deficiency **Entire Fire Alarm System Needs to be Replaced**

Category **Capital Renewal** System **Fire and Security**

Priority **1-Mission Critical Concerns** Functional Adequacy **Non Related**

Correction **Replace Entire Fire Alarm System** Quantity / UoM

Project(s) Note **Model: 72**

**Estimate:**

Type	Number	Description	Qty	UoM	Price	Extension
M		Allowance for Fire Alarm Replacement	1	LS	250,000.00	\$250,000
<b>Sub Total</b>						<b>\$250,000</b>
					Construction Adjustment	35% 86,250
<b>Construction Cost</b>						<b>\$336,250</b>
					Adjustment Factor	0% 0
					Soft Cost Adjustment	42% 142,705
<b>Total Estimated Amount</b>						<b>\$478,955</b>

**Broward County Public Schools**

**Deficiency Detail**

**290 Wingate Oaks Center**

1/12/2016 10:50 AM

Location: **Wingate Oaks Center->Bldg 1**

**Deficiency:**

Assess ID **224583** Surveyor/Update  
Defecency Code ID **BCRoof-02**  
Status **Estimated** FCI **Yes**  
Life Cycle

Deficiency **Reroofing with new Decking Required (Broward CPS)**

Category **Capital Renewal** System **Roofing**

Priority **2-Indirect Impact to Mission (1 Year)** Functional Adequacy **Non Related**

Correction **Reroof and Replace Decking** Quantity / UoM

Project(s) Note

**Estimate:**

Type	Number	Description	Qty	UoM	Price	Extension
M		Estimate based of BCPS experience	66,450	SF	7.25	\$481,763
<b>Sub Total</b>						<b>\$481,763</b>
Construction Adjustment					35%	166,208
<b>Construction Cost</b>						<b>\$647,971</b>
Adjustment Factor					0%	0
Soft Cost Adjustment					42%	274,999
<b>Total Estimated Amount</b>						<b>\$922,969</b>

**Broward County Public Schools**

**Deficiency Detail**

**290 Wingate Oaks Center**

1/12/2016 10:50 AM

Location: **Wingate Oaks Center->Bldg Support**

**Deficiency:**

Assess ID **224584** Surveyor/Update  
Defecency Code ID **BCRoof-02**  
Status **Estimated** FCI **Yes**  
Life Cycle

Deficiency **Reroofing with new Decking Required (Broward CPS)**

Category **Capital Renewal** System **Roofing**

Priority **2-Indirect Impact to Mission (1 Year)** Functional Adequacy **Non Related**

Correction **Reroof and Replace Decking** Quantity / UoM

Project(s) Note

**Estimate:**

Type	Number	Description	Qty	UoM	Price	Extension	
M		Estimate based of BCPS experience	831	SF	7.25	\$6,025	
<b>Sub Total</b>						<b>\$6,025</b>	
					Construction Adjustment	35%	2,079
<b>Construction Cost</b>						<b>\$8,103</b>	
					Adjustment Factor	0%	0
					Soft Cost Adjustment	42%	3,439
<b>Total Estimated Amount</b>						<b>\$11,542</b>	

**Broward County Public Schools**  
**290 Wingate Oaks Center**

**Deficiency Detail**

1/12/2016 10:50 AM

Location: **Wingate Oaks Center->Sto**

**Deficiency:**

Assess ID **224585** Surveyor/Update  
Defecency Code ID **BCRoof-01**  
Status **Estimated** FCI **Yes**  
Life Cycle

Deficiency **Reroofing Required (Broward CPS)**

Category **Capital Renewal** System **Roofing**

Priority **2-Indirect Impact to Mission (1 Year)** Functional Adequacy **Non Related**

Correction **Reroof Building** Quantity / UoM

Project(s) Note

**Estimate:**

Type	Number	Description	Qty	UoM	Price	Extension	
M		Estimate based on BCPS experience	750	SF	6.25	\$4,688	
<b>Sub Total</b>						<b>\$4,688</b>	
					Construction Adjustment	35%	1,617
<b>Construction Cost</b>						<b>\$6,305</b>	
					Adjustment Factor	0%	0
					Soft Cost Adjustment	42%	2,676
<b>Total Estimated Amount</b>						<b>\$8,980</b>	

**Broward County Public Schools**

**Deficiency Detail**

**290 Wingate Oaks Center**

1/12/2016 10:50 AM

Location: **Wingate Oaks Center->Bldg 4**

**Deficiency:**

Assess ID **224588** Surveyor/Update  
Deficiency Code ID **BCRoof-02**  
Status **Estimated** FCI **Yes**  
Life Cycle

Deficiency **Reroofing with new Decking Required (Broward CPS)**

Category **Capital Renewal** System **Roofing**

Priority **2-Indirect Impact to Mission (1 Year)** Functional Adequacy **Non Related**

Correction **Reroof and Replace Decking** Quantity / UoM

Project(s) Note

**Estimate:**

Type	Number	Description	Qty	UoM	Price	Extension
M		Estimate based of BCPS experience	3,975	SF	7.25	\$28,819
<b>Sub Total</b>						<b>\$28,819</b>
		Construction Adjustment			35%	9,942
<b>Construction Cost</b>						<b>\$38,761</b>
		Adjustment Factor			0%	0
		Soft Cost Adjustment			42%	16,450
<b>Total Estimated Amount</b>						<b>\$55,211</b>

**Broward County Public Schools**

**Deficiency Detail**

**290 Wingate Oaks Center**

1/12/2016 10:50 AM

Location: **Wingate Oaks Center->CR**

**Deficiency:**

Assess ID **224590** Surveyor/Update  
Defeciency Code ID **BCRoof-02**  
Status **Estimated** FCI **Yes**  
Life Cycle

Deficiency **Reroofing with new Decking Required (Broward CPS)**

Category **Capital Renewal** System **Roofing**

Priority **2-Indirect Impact to Mission (1 Year)** Functional Adequacy **Non Related**

Correction **Reroof and Replace Decking** Quantity / UoM

Project(s) Note

**Estimate:**

Type	Number	Description	Qty	UoM	Price	Extension	
M		Estimate based of BCPS experience	2,199	SF	7.25	\$15,943	
<b>Sub Total</b>						<b>\$15,943</b>	
					Construction Adjustment	35%	5,500
<b>Construction Cost</b>						<b>\$21,443</b>	
					Adjustment Factor	0%	0
					Soft Cost Adjustment	42%	9,100
<b>Total Estimated Amount</b>						<b>\$30,543</b>	

**Broward County Public Schools**

**Deficiency Detail**

**290 Wingate Oaks Center**

1/12/2016 10:50 AM

Location: **Wingate Oaks Center->Bldg 1**

**Deficiency:**

Assess ID	<b>316236</b>	Surveyor/Update	<b>Eric Sheppard</b>
Defecency Code ID	<b>EA-Media</b>		
Status	<b>Estimated</b>	FCI	<b>Yes</b>
Life Cycle			

Deficiency **Media Center requires renovation based on condition of room(s)**

Category	<b>Capital Renewal</b>	System	<b>Other</b>
----------	------------------------	--------	--------------

Priority	<b>2-Indirect Impact to Mission (1 Year)</b>	Functional Adequacy	<b>Other</b>
----------	----------------------------------------------	---------------------	--------------

Correction	<b>Renovate / Remodel Media Center</b>	Quantity / UoM	
------------	----------------------------------------	----------------	--

Project(s) Note **Room design = 380**

**Estimate:**

Type	Number	Description	Qty	UoM	Price	Extension	
M		Allowance for renovation	1	LS	55,195.44	\$55,195	
<b>Sub Total</b>						<b>\$55,195</b>	
					Construction Adjustment	35%	19,042
<b>Construction Cost</b>						<b>\$74,238</b>	
					Adjustment Factor	0%	0
					Soft Cost Adjustment	48%	35,901
<b>Total Estimated Amount</b>						<b>\$110,139</b>	

**Broward County Public Schools**

**Deficiency Detail**

**290 Wingate Oaks Center**

1/12/2016 10:50 AM

Location: **Wingate Oaks Center->Bldg 1**

**Deficiency:**

Assess ID	<b>316326</b>	Surveyor/Update	<b>Eric Sheppard</b>
Defecency Code ID	<b>EA-ADARR</b>		
Status	<b>Estimated</b>	FCI	<b>Yes</b>
Life Cycle			

Deficiency **Provide renovation of restrooms associated with educational adequacy renovations**

Category	<b>Capital Renewal</b>	System	<b>Other</b>
----------	------------------------	--------	--------------

Priority	<b>2-Indirect Impact to Mission (1 Year)</b>	Functional Adequacy	<b>Other</b>
----------	----------------------------------------------	---------------------	--------------

Correction	<b>Renovate / Remodel related restrooms</b>	Quantity / UoM	
------------	---------------------------------------------	----------------	--

Project(s) Note **Room design = 815/816**

**Estimate:**

Type	Number	Description	Qty	UoM	Price	Extension	
M		Allowance for renovation	1	LS	11,863.07	\$11,863	
<b>Sub Total</b>						<b>\$11,863</b>	
					Construction Adjustment	35%	4,093
<b>Construction Cost</b>						<b>\$15,956</b>	
					Adjustment Factor	0%	0
					Soft Cost Adjustment	48%	7,716
<b>Total Estimated Amount</b>						<b>\$23,672</b>	





**Attachment H**  
**The School Board of Broward County, Florida**  
**Office of Facilities & Construction**  
**3775 S.W. 16<sup>th</sup> Street**  
**Fort Lauderdale, Florida 33312**

(754) 321-1500

**Consultant's Authorization To Proceed**

Project No.: _____ Location No.: _____ Project Title: _____  Facility Name: _____ Project Consultant: _____	Date: _____  SBBC P.O. No.: _____ Line No.: _____ Project Manager: _____ Dir. Capital Planning & Programming _____
----------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------

Under the provisions of your contract for professional services, you are hereby authorized to proceed with the following services for the project referenced above.

- |                                           |                                                               |                                                 |
|-------------------------------------------|---------------------------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Schematic Design | <input type="checkbox"/> Design Development                   | <input type="checkbox"/> Construction Documents |
| <input type="checkbox"/> Bidding          | <input type="checkbox"/> Construction Contract Administration | <input type="checkbox"/> Warranty               |
| <input type="checkbox"/> Other Services:  | Attached: _____                                               |                                                 |

This Authorization to Proceed is subject to the following attachments:

- Attachments:
- Professional Services Required
  - Project Schedule
  - Professional Fees
  - Previous ATP's

The scope of the required services is specified on the Professional Services Required with a Fixed Limit of Construction Cost (FLCC) for this project as indicated below:

Original FLCC	Current Cost Estimate	Revised FLCC by ATP
_____	_____	_____

The following professional services will be provided by the Project Consultant as a normal part of its Basic Services for the Project listed above:

Item	Discipline	Description
------	------------	-------------



**Attachment H**  
**The School Board of Broward County, Florida**  
**Office of Facilities & Construction**  
**3775 S.W. 16<sup>th</sup> Street**  
**Fort Lauderdale, Florida 33312**

(754) 321-1500

**Consultant's Authorization To Proceed (Term Contracts) Cont.**

Project Schedule

Project No. & Location No.: \_\_\_\_\_ Project Title: \_\_\_\_\_

Facility Name: \_\_\_\_\_  
 Project Consultant: \_\_\_\_\_

The required project schedule milestones for this project are presented below. (Mandatory)

ACTIVITY	Date Required Or Estimated Time Period	
	Start	Finish
Schematic Design		
Design Development		
Construction Documents Development		
50% Construction Documents		
100% Construction Documents		
Bidding and Award of Contract		
Time for Permitting of Submittals, Prior to the Issuance of the Construction NTP (Part of Contract Administration)		
Construction		
Warranty		



**Attachment H**  
**The School Board of Broward County, Florida**  
**Office of Facilities & Construction**  
**3775 S.W. 16<sup>th</sup> Street**  
**Fort Lauderdale, Florida 33312**

(754) 321-1500

**Consultant's Authorization To Proceed (Term Contracts)**

Professional Fees

Project No. & Location No.: \_\_\_\_\_ Project Title: \_\_\_\_\_

Facility Name: \_\_\_\_\_  
 Project Consultant: \_\_\_\_\_

Phase	Original Basic Fee	Fee Authorized by ATP	Fee Previously Paid	Fee Balance
I (SD) (5%)		%	%	%
II (DD) (10%)		%	%	%
III (CD) (35%/60%)		%	%	%
IV (BID) (65%)		%	%	%
V (CA) (98%)		%	%	%
VI (Warr) (100%)		%	%	%
Other Service Item No. 1		%	%	%
Other Service (Item No. 2)		%	%	%
Other Service (Item No. 3)		%	%	%
Other Service (Item No. 4)		%	%	%
<b>Total:</b>				

Payment for these services shall be made In accordance with the provisions of the Professional Services Agreement.

<b>Approved By Consultant</b>				<b>Recommended By SBBC</b>			
Name: _____				Name: Shelley N. Meloni			
Title: _____				Title: Director, Pre-Construction			
Signature: _____	_____	Date: _____	_____	Signature: _____	_____	Date: _____	_____
<b>Certified By SBBC</b>				<b>Approval by SBBC</b>			
Name: _____				Name: Leo Bobadilla			
Title: _____				Title: Chief Facilities Officer			
Signature: _____	_____	Date: _____	_____	Signature: _____	_____	Date: _____	_____

This document is part of the Professional Services Agreement between The School Board of Broward County, Florida (Owner) and the Design Professional and is incorporated by reference into the terms and conditions of that agreement.