

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
OFFICE OF THE SUPERINTENDENT


ROBERT W. RUNCIE  
SUPERINTENDENT OF SCHOOLS


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December 13, 2013

TO: School Board Members

FROM: Shelley N. Meloni, R.A., NCARB, LEED® AP   
Task Assigned Chief Facilities & Construction Officer

VIA: Robert W. Runcie   
Superintendent of Schools (45)

**SUBJECT: REVISION TO, AND SUPPORTING MATERIAL FOR, JJ-5, APPROVE  
AUTHORIZATION TO PROCEED, PROGRAM MANAGEMENT  
SERVICES, RFQ NO. 2014-31-FC, FOR THE DECEMBER 17, 2013,  
REGULAR SCHOOL BOARD MEETING**

Attached is a revision for JJ-5 Approve Authorization to Proceed, Program Management Services, RFQ No. 2014-31-FC, for the December 17, 2013, Regular School Board Meeting.

Please replace the Agenda Request Form with the attached revised Agenda Request Form. Additionally, please replace Exhibit 1 with the attached revised Exhibit 1.

Also, attached is additional supporting material, Exhibit 4, which is a signed collaboration form from the Capital Budget Department. Please add this exhibit to agenda item JJ-5.

Thank you.

RWR/SNM:djc  
Attachments

c: Senior Leadership Team

**AGENDA REQUEST FORM**  
**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**

REVISED

Meeting Date <b>12/17/13</b>	Open Agenda <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Special Order Request <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Agenda Item Number <b>JJ-5</b>
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TITLE: <p align="center">Approve Authorization to Proceed Program Management Services RFQ No. 2014-31-FC</p>	
REQUESTED ACTION:	Approve the Authorization to Proceed <u>in the amount of \$437,592</u> , and authorize the expenditure of up to \$1,750,369.
SUMMARY EXPLANATION AND BACKGROUND:	<p>This item approves the Authorization to Proceed ("ATP") (Exhibit 23) for Program Management Services in accordance with the terms and conditions of the Professional Services Agreement ("PSA") awarded to URS Corporation Southern and approved by the Board December 17, 2013. This also authorizes the Office of Facilities &amp; Construction to issue one or more ATPs for portions of the work included in this ATP as scheduled on page two of the ATP and to expend up to \$1,750,369 for fees as negotiated and as delineated in Exhibit 2. The work is related to the projects in Exhibit 3.</p> <p>The Superintendent's Negotiating Committee met with URS Corporation Southern and negotiated fees in accordance with the recommendations of the Superintendent's Parameters Committee and Article 5 of the Program Management Services Agreement. The purpose of this ATP is to commence Program Management Services for the Office of Facilities &amp; Construction as delineated in Exhibit 2. Under the RFQ, the term of the Agreement is for one year with spending authority not to exceed and no more than \$1,750,369 <del>2,000,000</del>, and may be renewed by Board approval in one-year periods for a maximum of three years and no more than \$1,750,369 per year, as presented in J-1 (12/17/13). <del>The contract may be renewed by Board approval in one-year periods for a maximum of three years and no more than \$2,000,000 per year.</del></p>
SCHOOL BOARD GOALS:	<ul style="list-style-type: none"> <li><input type="checkbox"/> •Goal 1: High Quality Instruction</li> <li><input checked="" type="checkbox"/> •Goal 2: Continuous Improvement</li> <li><input type="checkbox"/> •Goal 3: Effective Communication</li> </ul>
FINANCIAL IMPACT:	The financial impact is \$1,750,369 <u>437,592</u> . The source of these funds is already identified in the Adopted District Educational Facilities Plan.
EXHIBITS: (List)	<ol style="list-style-type: none"> <li>1. Executive Summary</li> <li>2. Authorization to Proceed</li> <li>3. Project List</li> <li>4. Collaboration Form (Will be forthcoming Friday, 12/13/13)</li> </ol>
BOARD ACTION:	SOURCE OF ADDITIONAL INFORMATION:
(For Official School Board Records' Office Only)	Shelley Meloni <i>SM</i> 754-321-1515
	Denis Herrmann 754-321-0544
	Name Phone

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**  
*Shelley N. Meloni, Task Assigned Chief Facilities & Construction Officer*  
*Office of Facilities & Construction*

Approved in Open Board Meeting on: *Shelley*

By: \_\_\_\_\_ School Board Chair

EXECUTIVE SUMMARY

Approve Authorization to Proceed  
Program Management Services  
RFQ No. 2014-31-FC

PROJECT OVERVIEW:

Architect:	Not Applicable
Contractor:	URS Corporation Southern
Term:	Year to Year, Maximum of Three (3) Years
Contract Amount:	\$2,000,000 per year, not to exceed

GENERAL OVERVIEW:

This item approves the Authorization to Proceed ("ATP") (Exhibit 2) for Program Management Services in accordance with the terms of the Professional Services Agreement ("PSA") awarded to URS Corporation Southern. The PSA, J-1, Award of Contract was approved by the Board on December 17, 2013. This also authorizes the Office of Facilities & Construction ("OF&C") to issue one or more ATPs for portions of the work included in this ATP as scheduled on page two of the ATP and to expend up to \$1,750,369 for the projects listed in Exhibit 3 for this first year of the Agreement.

The services encompassed in this ATP are enumerated in Exhibit 2 on page one and include:

1. Pre-Programming
2. Project Planning, Selection and Design
3. Pre-Construction and Construction
4. Facility Opening and Project Close-Out
5. Annual Report
6. Reimbursable Costs

The schedule for completion of the services encompassed in this ATP is enumerated in Exhibit 2 on page two. The schedule commences with the issuance of a fully executed ATP and Purchase Order which is schedule to occur about 30 days after Board approval of this item and includes:

1. Complete Pre-Programming within 90 days.
2. Commence Project Planning, Selection and Design within 60 days.
3. Commence Pre-Construction and Construction within 60 days.
4. Commence Facility Opening and Project Close-Out within 60 days.
5. Annual Report is due prior to commencement of the eleventh (11<sup>th</sup>) month of services.

The fees for services encompassed in this ATP are enumerated in Exhibit 2 on page three. This item authorizes a maximum of \$1,750,369 for the services and the fees delineated in Exhibit 2. This item authorizes OF&C to issue ATPs for portions of the work as scheduled and when needed up to \$1,750,369 in fees and costs.

The PSA requires in Attachment 2, Pre-Programming Section, Item 1 a metrics based system to track the program's level of success. In addition to completing daily, weekly and monthly reports, the Program Manager is responsible for providing an Annual Report prior to commencing the eleventh (11<sup>th</sup>) month of services.

The Annual Report shall illustrate the actual results versus the approved baseline for the scope, budget and schedule as measured by the metrics based system to track the program's level of success prepared in the Pre-Programming Phase.

The Annual Report shall summarize each prior monthly report on a per-project basis and include all of the activities, including disputes, claims and other issues arising from the performance of the Project Consultant, Contractor or Program Manager.

The Annual Report shall also include a Customer Satisfaction Survey representing input as to the Program Manager's performance provided by the Owner's Project Management Staff, Building Department Staff, Project Consultants, Contractors and the School Based Staff of all school locations in the Program. The survey shall include criteria related to management of the scope, budget, schedule, communications and the professionalism of the firm and its staff.

The Annual Report, Customer Satisfaction Survey and staff's recommendations shall be provided to the School Board with respect to consideration of any annual renewals of the PSA.

It is the intent of the Office of Facilities & Construction (OF&C) to oversee the work of the Program Manager, in accordance with the requirements it shall perform. In addition, as a secondary means of oversight, the OF&C desires to engage McGladrey LLP to perform independent quality assurance, monitoring and review of the Program Manager. In addition, McGladrey will assist the Board through its quarterly reports in assessing the progress and performance of the Program Manager, as well as keep the Facilities Task Force apprised via quarterly reports transmitted through OF&C.

The request for approval of McGladrey shall be presented to the Board on 12/17/13 as JJ-6, Authorization to Proceed, McGladrey, L.L.P.

Approved by: *Shelley R* Date: 12/13/13

# COLLABORATION

## SIGN-OFF FORM

Title of Agenda Request Item:

Approve Authorization to Proceed  
Program Management Services  
RFQ No. 2014-31-FC

School Board Meeting Date:

12/17/13

All projects have been appropriated in the Adopted District Educational Facilities Plan (September 10, 2013) and in the District's Capital Budget.

The following project(s) have not been appropriated in the Adopted District Educational Facilities Plan (September 10, 2013) and in the District's Capital Budget.

Comments: An additional financial impact of \_\_\_\_\_ will come from the Capital Projects Reserve.

Department Name

Department Head Name

Department Head Signature

Capital Budget

Omar Shim  
Director

  
12.11.13

Note: By signing this collaboration the Capital Budget Department is acknowledging that the budget impact as stated is correct. Other aspects of the agenda item are the responsibility of the department submitting the item.

CONTACT: Mickey Aviles