

**Agreement for Professional Services
Jacobs Project Management Co.
Facilities Needs Assessment - Project Number P.001595**

PROJECT OVERVIEW:

Type of Contract:	Agreement for Professional Services (Other Agency "Piggyback")
Architect:	Not Applicable
Contractor:	Jacobs Project Management Co.
Notice to Proceed Date:	TBD
Bid Amount (Original Contract Amount):	\$1,269,783, not to exceed

GENERAL OVERVIEW:

OBJECTIVE:

Obtain accurate current physical plant structural and building system deficiencies as well as classroom infrastructure and relational supporting educational space deficiencies as measured against established District standards. Reconcile and merge the new data collected with existing facility needs data sources, such as the current Needs Assessment database, the ADA needs database, the memorialized projects list, the backlog of safety and design needs, and the current deferred maintenance backlog into a single asset tracking system. The new asset tracking software system, along with improved business processes, aligned to identify and track future physical plant requirements, will be the platform for objective and sustainable capital planning.

RATIONALE:

Ensure that the District's physical plant portfolio is functionally capable of providing the proper teaching and learning environment in support of the District's educational policies, goals, and vision. A considerable amount of research has been conducted on various national levels that has established a direct correlation to the condition of the physical plant and the success of the educational process. An example of this research is contained in a study conducted by the Miami Dade County Public Schools Research Services Department, Christie Blazer Supervisor, titled "The Impact of School Buildings on Learning". The research document is attached as Exhibit 4.

REMAINING PROJECT DELIVERABLES:

Jacobs' participation and compensation are based on the following scope of services and conditions related to a facility needs assessment of approximately 30,000,000 square feet of facilities, 1,700,000 square feet of portable buildings, at approximately 251 BCPS schools and support facilities.

1.0 Kick-off, Plan for Planning and Data Gathering

Jacobs will mobilize the project team immediately following an official Notice to Proceed. Planning efforts include gathering relevant project data and information, and finalizing the assessment approach and schedules. Jacobs will coordinate with Broward County Public School (BCPS) staff to create a site visit schedule and maximize incorporation of institutional knowledge into the assessment plan. During the planning phase, Jacobs will also deploy the M.A.P.P.S™ assessment and capital planning software for use in executing the assessment. This includes the establishment of the organization hierarchy and development of form packages for each facility to be assessed. Jacobs will assist BCSD in assembling and organizing relevant data. This data may include previous studies, floor plans, available CAD documentation, maintenance records, educational specifications, school evacuation plans, and teacher rosters. Jacobs will review the data provided and, as appropriate, incorporate it into the M.A.P.P.S™

**Agreement for Professional Services
Jacobs Project Management Co.
Facilities Needs Assessment - Project Number P.001595**

software that will serve as a starting point for this assessment.

2.0 CAD Conversion

Jacobs will utilize existing BCPS CAD floor plan drawings and space inventory data as source documents. These source plans contain architectural floor plans depicting the location of architectural components such as walls, doors, and some windows. The plans are schematic in nature and will be verified during facility walk-throughs to identify where source plans significantly differ from actual conditions. Resulting mark-ups will be incorporated into the CAD file so that an accurate schematic reflection of the school's layout is captured. The plans will then be manipulated so that they can be linked to the M.A.P.P.S™ database where room inventories will be linked to the corresponding space in the plans allowing the CAD software to calculate the space size for storage in the assessment database. Likewise, information about the space such as room number and use will be conveyed to the drawing and displayed through specialized routines programmed into the M.A.P.P.S™ application. The end result of this effort will be a live link between the space information within the drawings and the data associated with the rooms themselves from which an inventory of space within the facilities can be produced. The information obtained from the field verification and resulting space inventory calculations will be used during the Building Condition Assessment to refine areas for cost estimating.

3.0 Educational Framework

The process of developing the educational framework involves incorporating a number of board policies into the overall plan for BCPS. It is anticipated that the educational framework will address possible grade configuration changes, alternative educational programs, target school size, class size reduction, use of temporary buildings, and other requirement issues as may be appropriate for the plan. Jacobs shall develop an approach to identify policy issues, quantify the impact these policy decisions might have on school facilities, and build consensus among teachers, administrators, students and parents on the preferred facility options. The resulting educational framework will set the structure for educational standards development and assessment as part of the educational framework development process. Jacobs will facilitate a forum on the vision of education within the district. This vision session will be aimed at identifying trends in education, new directions or changes in the curriculum approach at BCPS, and facility impacts of these potential changes. Possible topics include classrooms of the future, prototypical designs, grade configurations, special learning areas, and alternative organizational concepts.

4.0 Educational Adequacy Assessment

Jacobs will assess the Educational Adequacy of the facilities by comparing inventoried facility components to standards developed and adopted in cooperation through the Florida Department of Education Ed Specs and BCPS Leadership, as described in the paragraph below. Educational adequacy assessors will collect information on the instructional spaces and overall school attributes for comparison to the standards prepared with BCPS stakeholders. The items that are correctable within normal repairs or renovations will be incorporated into the condition assessment database with associated costs and will reflect additional requirements over and above what is discovered by the condition assessment staff.

Standards Development:

A standards-based approach to the assessment will be followed to ensure objective and credible findings. These standards will include district input, the FDOE Ed Specs, and BCPS guidelines and requirements,

**Agreement for Professional Services
Jacobs Project Management Co.
Facilities Needs Assessment - Project Number P.001595**

and will take into consideration best practices from districts throughout the State of Florida. Jacobs will lead BCPS personnel in the development of educational adequacy standards to be incorporated into a comprehensive educational suitability assessment. These standards will include assessment components, priorities and weightings, square footage parameters, and a detailed quantification of elements of instructional spaces. The standards shall also include area programs and target enrollments for each school type. The educational analysis will measure the cost impact of standards modifications. It is anticipated that various individuals and groups will be involved in the development of these standards and Jacobs shall prepare a plan to assemble a representative group of BCPS stakeholders with whom to conduct a series of work sessions to review and revise these standards. The component areas to be evaluated include:

- Capacity
- Support for Programs
- Technology
- Supervision
- Instructional Aids
- Physical Characteristics
- Learning Environment
- Relationship of Spaces

Jacobs will conduct work sessions to review and revise the standards.

5.0 Building Condition Assessment

Jacobs will train and guide BCPS staff to perform a Building Condition Assessment of designated district facilities. These assessments will be conducted by as many as five teams, with as many as three assessors per team; one assessor will focus on architectural systems, one will focus on electrical systems, and the other on mechanical and plumbing systems.

Additionally, a civil site assessor will focus on site items, as required. The assessments will focus on building systems and identifying current and near-term deficiencies. In addition, the assessors will collect life-cycle data to project capital replacement requirements over the next 10 years. Building Condition Assessment levels will be established for BCPS facilities based on the building date of construction provided by the District. Building Condition Assessment forms will be used to document both current deficiencies and life-cycle data at both site and building levels. Jacobs will coordinate with district personnel to obtain any existing assessment data prior to and immediately following field assessments. Jacobs will input deficiencies and life-cycle data identified by the assessment teams into the M.A.P.P.S™ assessment and capital planning database. Jacobs will also prepare updated replacement and soft cost models for use in calculating the total deficiency budget and for calculating the Facility Condition Index (FCI) for each building and campus assessed.

6.0 Capital Facility Planning

A long-range facilities capital plan will be developed including program recommendations, summaries of the assessment data and analysis, a master schedule, and a master budget for all projects escalated to their dates of construction. This long-range plan will be presented to the BCPS board as part of the final project report.

**Agreement for Professional Services
Jacobs Project Management Co.
Facilities Needs Assessment - Project Number P.001595**

7.0 Meetings, Reporting and Software Training

Upon completion of the assessment and the entry of assessment data in M.A.P.P.S™, Jacobs will develop an overall analysis of BCPS facilities. It is anticipated that the analysis will include current deficiency costs for each building and campus, a 10-year life cycle capital renewal forecast, and a Facility Condition Index (FCI) for each facility. The FCI data will be available via reports from the M.A.P.P.S™ database as well as a printed report for each school included in the final report. A district wide summary will be developed for presentation to the administration and/or school board. Jacobs will participate in meetings in support of BCPS to finalize the reports and data in preparation for reporting to stakeholders. Jacobs will organize and facilitate five meetings to support the effort. Jacobs will prepare a written facilities plan that includes the results and findings from the assessment, as well as the capacity analysis for district enrollment growth. This plan will be a multi-year, prioritized plan of action that sets forth the timeline and cost for meeting BCPS facilities and capital improvement requirements. The plan's assessment of requirements and recommendations for action will be based on the combination of demographic analysis, enrollment projections, educational mission, and facility condition. Jacob's M.A.P.P.S™ software application will be provided to BCPS following the completion of this study with a perpetual license for ongoing use, at no additional cost to BCPS. A two day training session for up to ten people will be conducted upon conclusion of the project. Follow-up technical support, additional training, **RSMeans**™ cost updates, and maintenance may be provided at the districts option for an additional annual fee of \$15,470.00 per year according to the M.A.P.P.S™ Software License Agreement beginning one year after following the completion of the project. All data compiled or contained in any format, whether hard-copy or electronic, shall be the property of BCPS. One hard-copy draft report per school, along with a district summary will be provided to BCPS, in addition to electronic copies. BCPS will have two weeks to review and comment on the draft report. Jacobs will then prepare a final report over a time period of one week. The final report will be presented to the Board at the next available Board Meeting. The Jacobs' M.A.P.P.S™ software and perpetual license for use and access will be delivered and training conducted following BCPS' acceptance of the final report.

8.0 Community Engagement

To leverage input from the community, Jacobs will facilitate community meetings that engage community discussions to build consensus related to facility needs. This process focuses on small group discussions responding to a series of planning options determined by BCPS and Jacobs. This process may utilize the resources of a steering committee comprised of community leaders, district personnel, board members, parents, and even students. This steering committee may be asked to work with the team to identify, schedule, and coordinate community discussions held during the initial and middle phase of the process. These dialogues may involve 50 to 100 people at a time and structured to gain input regarding key questions. The first dialogue will center on educational framework and occur very early in the process. Subsequent discussions will typically be focused on facility options and aid the team in building consensus around preferred recommendations. This process will strive to be inclusive, and involve a diversity of attendees and well-informed participants.

CONTRACT and PURCHASING STIPULATIONS:

The use of this contract, also referred to as a "piggyback" is authorized as follows:

**Agreement for Professional Services
Jacobs Project Management Co.
Facilities Needs Assessment - Project Number P.001595**

Rule 6A-1.012(6) of the Florida Administrative Code states:

In lieu of requesting competitive solicitations from three (3) or more sources, district school boards may make purchases at or below the specified prices from contracts awarded by other city or county governmental agencies, other district school boards, community colleges, federal agencies, the public or governmental agencies of any state, or from state university system cooperative bid agreements, when the proposer awarded a contract by another entity defined herein will permit purchases by a district school board at the same terms, conditions, and prices (or below such prices) awarded in such contract, and such purchases are to the economic advantage of the district school board.

Board Policy 3321 (N) states:

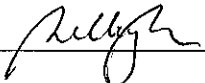
In lieu of requesting competitive solicitations from three (3) or more sources, The School Board may make purchases at or below the specified prices from contracts awarded by other city or county governmental agencies, other district school boards, community colleges, federal agencies, the public or governmental agencies of any state, or from state university system cooperative bid agreements. When the proposer awarded a contract by another entity defined herein will permit purchases by a district school board at the same terms, conditions and prices (or below such prices) awarded in such contract, and such purchases are to the economic advantage of the district school board.

ADMINISTRATIVE REVIEW:

Staff from the Office of Facilities and Construction Management, The Office of the Chief Auditor (reviewed right to audit clause only), Risk Management, Supply Management & Logistics, and the General Counsel's Office have reviewed this item.

Typed by: M. Marchetti/Date:1-8-14

Written by: M. Marchetti Date:1-8-14

Approved by:  Date: 1/8/14