

## **FACILITIES CONSTRUCTION**

**FILE: FE**

**TITLE:** Contracting for Design and Construction Services

### **POLICY:**

The Board may enter into contracts for the design and construction of new facilities, or major additions to existing facilities.

#### (1) Design Services

- (a) The district will utilize the services of a registered architect for the development of plans for the erection, enlargement, or alteration of any educational facility. The services of a registered architect are not required for a minor renovation project for which the construction cost is less than \$50,000 or for the placement or hookup of relocatable educational facilities; however, the district must provide compliance with building code requirements and ensure that these structures are adequately anchored for wind resistance as required by law.
- (b) The district may consider the reuse of existing prototype construction documents or design criteria packages where such reuse is feasible and practical, and the reuse is not without notice to, and permission from, the architect of record whose plans or design criteria are being reused.
- (c) Use of the design-build method is allowable, along with the use of component and system design techniques to achieve efficiencies in cost and schedule.

#### (2) Construction Services

- (a) A construction management (CM) firm may be used by the district. This firm is responsible for all scheduling and coordination phases of construction and the successful, timely, and economical completion of the construction project. The CM must consist of or contract with licensed or registered professionals for the specific fields or areas of construction to be performed, as required by law. The CM may be required to offer a guaranteed maximum price, hard bid fixed price or a guaranteed completion date; in which case, the construction management entity must secure an appropriate surety bond and must hold construction subcontracts.
- (b) The design-build method must follow the same requirements as a CM in regard to the construction process.

#### (3) Program Management

A program management firm may be utilized in the planning, design and construction of district facilities to enable professional depth and flexibility in regard to providing staffing and professional services in the management of district construction programs. The district may utilize a program management firm, which acts as the agent of the district and is responsible for schedule control, cost control, and coordination in providing or procuring planning, design,

and construction services. The program management firm must consist of or contract with licensed or registered professionals for the specific areas of design or construction to be performed as required by law. The program management firm may retain necessary design professionals selected under the process.

(4) Contractor Qualifications

- (a) The district may prequalify bidders for construction contracts. The district shall require that all construction or capital improvement contractors provide evidence of an appropriate certificate or license.
- (b) Prequalification requirements will include a review of the following criteria to ensure to validate that the contractor selected is best suited for the project under consideration.
  - (i) Related building experience and references
  - (ii) Proposed project team staff and functions
  - (iii) Location of firm
  - (iv) Participation in the district's apprenticeship program
  - (v) Financial capabilities and cost control measures
  - (vi) Current workload
  - (vii) MWBE and LDB business history
  - (viii) Approach, methodology, schedule and knowledge of the project and site
- (c) The District may set goals for MWBE, LDB and apprenticeship participation and evaluate contractors during prequalification for their performance in these areas

(5) Change Orders

- (a) The Board may authorize the superintendent to approve change orders in the name of the Board for pre-established amounts. Approvals shall be for the purpose of expediting the work in progress and shall be reported to the Board and entered in its official minutes. For accountability, the school district shall monitor and report the impact of change orders on its district facilities work.
- (b) The School Board authorizes the Superintendent and others as designated by the Superintendent to approve change orders to existing contracts which increase costs unless (a) an individual change order would exceed \$200,000 or (b) the cumulative cost of all change orders approved by the superintendent (or designee) to a single contract exceeds the greater of \$200,000 or 10% of the total value of the contract.

LAWS IMPLEMENTED:

Section 1013.45, 1013.46, 1013.48 Florida Statutes

ADOPTED: 11/17/08