

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
FACILITIES AND CONSTRUCTION MANAGEMENT DIVISION**

PROJECT: _____

CONSULTANT: _____

CHECKLIST

**PROCEDURE – PROFESSIONAL SERVICES AGREEMENT
(Construction Management at Risk) FOR
ARCHITECTURAL/ ENGINEERING SERVICES**

- ☐ CAPITAL develops scope, budget, schedule, and Educational Specifications
- ☐ CAPITAL submits scope, budget, schedule, and Educational Specifications to PM
- ☐ PM reviews and submits scope, budget, schedule, and Educational Specifications to CONTRACTS and DS
- ☐ DS develops RFP for CM Services
- ☐ DS facilitates CM and PROJECT CONSULTANT selection process
- ☐ DS notifies CONTRACTS of selected CM
- ☐ CONTRACTS facilitates fee negotiations with CM and PROJECT CONSULTANT
- ☐ CONTRACTS receives documents and response from Consultant
 - ☐ Name of Principal who will be involved in the project
 - ☐ Names of Those Signing Contract and Corporate Documents Establishing that Authority
 - ☐ Insurance Documents Compliant with Article 2.12 of the Agreement
 - ☐ Sub-Consultants – Project Team Members (Attachment 3)
 - ☐ Truth in Negotiations (Attachment 7)
 - ☐ Fee Proposal and Supporting Documentation
- CONTRACTS prepares agreement documents
 - ☐ Exhibits 1 + Attachments 1-8/Exhibit 2 (PFA)/Exhibit 3 (Collaborations)
 - ☐ License Information (insert from internet after Acknowledgement page)
- ☐ CONTRACTS schedules and facilitates NEGOTIATION PARAMETER COMMITTEE
 1. Confirm Schedule
 2. Prepare Parameter Form (*NPC Form*)

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3. Prepare Meeting Agenda and Sign-In form (*NPC Meeting*)
4. Prepare Meeting Notice
5. Post CAB Schedule
 - a. Invite:
 - i. Director or Designee, Purchasing (Michelle Wilcox)
 - ii. Executive Director or Designee, Office of the Chief Auditor (Joseph Wright/Dave Rhodes)
 - iii. Executive Director or Designee, Facility Planning, Management and Site Acquisition (James Kale)
 - iv. Project Manager (As assigned)
 - v. Senior Project Manager (Shelley Meloni)
 - vi. Executive Director or Designee, Design Services (Antonio Cardozo)
 - vii. Director or Cost Estimator/Scheduler, Design and Construction Contracts (Denis Herrmann/Thomas Myers)
 - b. Reserve Meeting Room (Conference Trailer West/East)

☐ CONTRACTS completes Agreement immediately after negotiations???para???

- ☐ CONSULTANT EXECUTES Agreement (preferably after negotiation meeting)
1. CONTRACTS transmits Agreement to Consultant for Execution (via email in adobe)
 2. CONSULTANT issues Four Original Copies of Signature Pages and One Original Copy of Acknowledgement Page

☐ CONTRACTS receives executed Agreement from CONSULTANT

- ☐ CONTRACTS requests School Board Attorney Approval (Ed Marko)
1. Prepare Transmittal from Director to Staff Attorney (*Consult Atty Review*)
 - a. Attach Agreement (Exhibit 1 and Attachments 1-8)

- ☐ CONTRACTS submits insurance documents to CAPITAL PAYMENTS
1. Prepare transmittal to Omar Shims/Jeff Whitney
 - a. Attach Collaboration Form and Board Item
 - b. Attach PFA

- ☐ CONTRACTS submits insurance documents to RISK MANAGEMENT
1. Prepare transmittal to Aston Henry
 - a. Attach Collaboration Form and Board Item
 - b. Attach Agreement
 - c. Attach Certificate of Insurance

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- ☐ CONTRACTS issues Agreement to OFFICE OF THE CHIEF AUDITOR
 - 1. Prepare transmittal to Dave Rhodes
 - a. Attach Collaboration Form and Board Item
 - b. Attach Agreement
- ☐ CONTRACTS receives School Board Attorney Approval
 - 1. Signed Signature pages
- ☐ CONTRACTS receives approval from CAPITAL PAYMENTS
 - 1. Collaboration Form
- ☐ CONTRACTS receives approval from RISK MANAGEMENT
 - 1. Collaboration Form
 - 2. Approves Insurance
- ☐ CONTRACTS receives approval from OFFICE OF THE CHIEF AUDITOR
 - 1. Collaboration Form
- ☐ CONTRACTS processes BOARD item "Approval of Agreement"
 - 1. Prepare Agenda Item (*Agenda Shell AOA*)
 - a. Attach Agreement and Attachments
 - b. Attach One Copy of Executed Signature Page
 - c. Collaborations
 - d. Retain original Agreement and Agenda Item in File until approved
- ☐ CONTRACTS receives approved BOARD item "Approval of Agreement"
- ☐ CONTRACTS assembles Four Copies Agreement and distributes Original Executed Copy of Agreement to CONSULTANT with NTP letter(*CM NTP*)
 - 1. Distribute by cc Original Executed Copy of Agreement to RECEPTION (Project File)
 - 2. Distribute by cc Copy of Agreement to PM
 - 3. Distribute by cc Original Executed Copy of Agreement to CONTRACTS file
 - 4. Distribute by cc Copy of Agreement to CONTRACT project file

AND

 - 1. Distribute by cc Copy of NTP letter to Executive Director
 - 1. Distribute by cc Copy of NTP letter to Senior Project Manager (SMeloni)
 - 2. Distribute by cc Copy of NTP letter to Capital Payments

PM conducts kick-off meeting