

We have 35 contractors now and are re-bidding Construction Services Emergency Projects (CSEP) on June 24th. The purpose is to create a pool of contractors for open-end construction services and other related services, as needed, in response to Declared Emergencies to do emergency repairs. There are six (6) authorized Facilities' Personnel that can verbally or in writing issue a Notice to Proceed. The "Start Date" will be shown on the NTP. Also, the document Emergency Services Affidavit for Emergency Permit from the Building Department will be issued.

PPO (Physical Plant Operations) will take the lead in identification of damage from Hurricane, Tornado, Fire, etc.

PPO will be activated in Group A. Staging Site: Twin Lakes East, 3810 NW 10 Avenue, Oakland Park 33309, Phone 754-321-4317.

Mr. Garretson, Mr. Ragland, Mrs. Munroe, Mr. Cooper, Mrs. Meloni and/or Mr. Herrmann, if able, will be in Group B and report to Twin Lakes.

Project Management and Contracts Departments will be activated in a callback as Group C, and if able, report to Twin Lakes.

Project Managers define Scope of Work to be done by CSEP Contractor based on meeting with School Principal, PPO staff, Outside Consultant or Design Services as applicable.

In general, we want the CSEP Contractor to respond to our call within 4-24 hours from the All Clear. First priority is to make sure that all Contractors and necessary SBBC personnel can be located, are safe and are able to come back to work to start the recovery process.

Helen Akers, Ed.S.
Specification Writer
Facilities & Construction Management Division
Design & Construction Contracts
Office: 754-321-1516
Fax: 754-321-1688
E-mail: helen.akers@browardschools.com



The School Board of Broward County, Florida
Facilities and Construction Management Division
1700 SW 14th Court
Fort Lauderdale, FL 33312
Phone: 754-321-1500

REQUEST FOR PROPOSAL
CONSTRUCTION SERVICES EMERGENCY PROJECTS
RECAP ESTIMATING SHEET

PROJECT NO.: 2009-02-FC	WORK ORDER NO.:
PROJECT NAME: CONSTRUCTION SERVICES EMERGENCY PROJECTS IV	
SCHOOL/BUILDING NAME:	
PROJECT MANAGER:	
CONTRACTOR:	TELEPHONE:
CONTRACTOR'S ADDRESS:	FAX NO: FEIN NO.:

NOTE: ROUND ALL \$ AMOUNTS UP TO THE NEAREST WHOLE DOLLAR.

ACTIVITY	RS MEANS/TABLE A ESTIMATE
DEMOLITION WORK	\$ _____
NEW ARCHITECTURAL WORK	\$ _____
MECHANICAL WORK	\$ _____
ELECTRICAL WORK	\$ _____
PLUMBING WORK	\$ _____
SPECIALTY WORK	\$ _____
OTHER	\$ _____

A.	Construction Total without Multiplier (R.S. Means x Means Fort Lauderdale Factor) + Table A Substituted Price List if applicable)	\$
B.	Multiplier (Example 0.825) (Not to exceed 1.0)	0.
C.	Multiplier \$ Amount (A - D)	\$
D.	Construction Cost (A x B)	\$
E.	Cost of Performance and Payment Bonds (Required for all projects of \$200,000 or more)	\$
F.	Cost of Builder's Risk Insurance (Builder's Risk Insurance may be required for projects of \$200,000 or more. Provide cost of Builder's Risk Insurance if D+G totals \$200,000 or more.)	\$
G.	Broward County Sales Tax (6%) for Materials Only	\$
H.	Total Cost (D + E + F+ G)	\$
I.	Number of days to substantial completion date	

CONTRACTOR'S SIGNATURE / TITLE

DATE



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
1700 Southwest 14th Court • FORT LAUDERDALE, FLORIDA 33312 • TEL 754-321-1500 • FAX 754-321-1680

Facilities & Construction Management Division

SCHOOL BOARD
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BENJAMIN J. WILLIAMS

Date
Contractor FEIN Number:
Contractor Name:
Contractor Address:

JAMES F. NOTTER
Superintendent of Schools

Subject: Request for Proposal – Construction Services Emergency Projects
Project No. / Work Order No.: 2009-02-FC/
Project Title: Construction Services Emergency Projects IV
Location Name:
Location Address:

Dear Contractor:

This is the Request for Proposal for the project referenced above. Please submit a written cost estimate for this project with a Certificate of Insurance (general liability, auto liability, workman's comp) to the Facilities & Construction Management Division and contact the Contracts Department at 754-321-1675 with any questions.

Billing instructions for Emergency Repair are as follows: for invoices, use the School Board's AIA format (attached) or a similar electronic version that your firm may have. Include a Schedule of Values that includes data as on the attached sample. Submit a separate invoice for each site and provide cost break down for each individual project. Include work order number(s) and project number on each invoice.

Please note the following:

10% retainage will be held on all projects.

The District reserves the right to reassign projects if the proposal or construction completion times are not met.

	Request for Proposal due in three business days
	Project Scope
	Number of consecutive calendar days to Substantial Completion from start date stated on the Notice to Proceed
30	Number of consecutive calendar days to Final Completion from Substantial Completion
	Project Manager's Name
	Project Manager's Phone Number
	EPC Fax Number
	Attached Plans dated
	Attached Specifications dated

Sincerely,

Director, Design & Construction Contracts or Designee

Attachments

- Recap Estimating Sheet
- Detailed Estimating Sheet
- Permit Instructions
- Invoice Form
- Schedule of Values
- Statement of Commitment

CC: EPC File
Project Manager



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
BUILDING DEPARTMENT

Emergency Service Affidavit for Emergency Permit

Date: _____ Location Number: _____

Location/Facility: _____

Project Manager: _____ Phone # _____

General Contractor _____ Phone# _____

Within 10 days of this signed affidavit, per the Florida Building code, Section 105.2.1 a permit application and documents/plans for the described work must be submitted to the Building Department for approval.

Scope of Work:

It is the Contractors/Consultants responsibility to perform all work in compliance with all applicable codes and standards. You will be expected to submit plans for approval as indicated in the scope of work noted above and obtain a regular building permit.

Owner's Signature: _____ Date: _____

Contractor's Signature: _____ Date: _____

Under the Emergency Building Permit program established by the Building Department, we will allow repairs to proceed while documents are prepared and submitted to the Building Department for permit review.

Work may begin once a notification affidavit has been submitted and approved by the Building Department. Ten days after the affidavit is filed, a permit application must be submitted. The permit application must include the drawings and/or project approvals for the work described in the notification affidavit.

The Building Department will perform inspections while the permit process is underway. Please call (754) 321-4800 to request an inspection. Be sure to note that the project is for emergency/disaster damage. Also, inspection reports will be accepted from qualified professionals for work performed under the emergency permit program. The School Board of Broward County will perform the "final" inspection to close out the permit after a complete and a qualified professional provides certified inspection history.



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

1700 Southwest 14th Court • FORT LAUDERDALE, FLORIDA 33312 • TEL 754-321-1517 • FAX 754-321-1681

FACILITIES & CONSTRUCTION MANAGEMENT

Michael C. Garretson, Deputy Superintendent
michael.garretson@browardschools.com

SCHOOL BOARD

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BENJAMIN J. WILLIAMS

JAMES F. NOTTER
Superintendent of Schools

Date

via Fax or hand delivered to:

Name and Title

Firm

Address

Address

Subject: **NOTICE TO PROCEED (NTP) –CONSTRUCTION SERVICES EMERGENCY PROJECTS** **IV**
CONTRACTOR:
FACILITY:
PROJECT NO./WORK ORDER NO.: _____
FEIT NO.: _____
CONTROL NO.: _____

Dear _____:

Please consider this Notice to Proceed as your authorization to commence providing the services indicated below in accordance with the following provisions.

The services to be provided are limited to:

1. This NTP amount is not to exceed \$_____ and the Work is to be completed within _____consecutive calendar days of execution of this NTP. (Bonds provided if over \$200,000) (Insurance Certificates)
2. The terms and conditions, other than those stated in this NTP are according to (ATTACHED CONTRACT FOR CSEP AT _____MULTIPLIER).
3. OTHER INSTRUCTIONS (PM) (CONTACTS)
4. BILLING INSTRUCTIONS – (Delivery of payment). See below for invoice submittal requirements.

This NTP entitles you to submit invoices according to No. 4 above. All invoices shall be accompanied by unitized quantities priced according to the above terms and the current published RS Means Facilities Construction Cost Data, or, RS Means Square Foot Cost Data, or, RS Means Cost Works. Supporting documentation required shall include schedule of values with unit quantities, RS Means item codes, unit costs, extended amount totaled and multiplied by the above indicated agreed multiplier and photographs made of the work prior to commencing and during the Work. Additionally, all requirements set forth above, or as may be required, for documentation by FEMA, the District's insurers, and the Stafford Act shall be provided by the Contractor.

Transforming Education: One Student at A Time

Broward County Public Schools Is An Equal Opportunity/Equal Access Employer

Document 00800e

Page Two
Date
NTP
Contractor

The School Board of Broward County, Florida reserves the right to audit any and all documentation including, but not be limited to, those records necessary to evaluate and verify direct and indirect costs (including overhead allocations) as they may apply to costs associated with this contract. See agreement form for further provisions.

This NTP is issued pursuant to Policy 3320, Section I.h, under the authority of the Superintendent of Schools. Acceptance by the below parties is an indication of the agreement to the terms and conditions as indicated above and as if included herein. No other agreements written or otherwise are to be construed as part of this agreement.

_____, 20____

For The School Board of Broward County, Florida

For the Contractor

(seal)

Michael C. Garretson, Deputy Superintendent
Facilities and Construction Management

NAME AND TITLE

STATE OF FLORIDA

COUNTY OF BROWARD

The foregoing instrument was acknowledged before me this _____ day of _____, 20____ by _____ of _____, 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.

MCG/DH:

cc: Derrick Ragland, Executive Director, Project Management
Robert Warumberg, Director, Supply Management & Logistics
Pam Norwood, Capital Payment Review Supervisor
Denis Herrmann, Director, Design and Construction Contracts
Robert Hamberger, Chief Building Official
_____, Project Manager
Project File
CC File



**The School Board of Broward County, Florida
Facilities and Construction Management Division
1700 SW 14th Court
Fort Lauderdale, FL 33312
Phone: 754-321-1500**

**CONSTRUCTION SERVICES EMERGENCY PROJECTS
CONTRACTOR'S ESTIMATED QUANTITIES OF PREPOSITIONED MATERIAL**

The School Board of Broward County, Florida, upon an emergency, declared disaster or Incident of National Significance that affects Broward County, may call upon Contractors awarded Emergency Contracts to mobilize with 2-4 hours notice. Bidder is required to submit with his bid a list of materials, estimated quantities that will be prepositioned prior to an emergency, consistent with the type of construction work that the bidder is bidding, with an estimated dollar value of materials. These forms will not be used to determine the basis of award, but are being used by SBBC as information only. Separate forms will be submitted for each category 1-10.

CONTRACTOR:						TELEPHONE:	
CONTRACTOR'S ADDRESS:						FAX NO:	
						FEIN NO.:	
NOTE: ROUND ALL \$ AMOUNTS UP TO THE NEAREST WHOLE DOLLAR.							
ACTIVITY				RS MEANS/TABLE A ESTIMATE			
Means No	Item Description	Units	Quantity	Cost/Unit	Total cost		
A.	Construction Total without Multiplier ((R.S. Means x Means Fort Lauderdale Factor) + Table A Substituted Price List if applicable)					\$	
B.	Multiplier (Example 0.825) (Not to exceed 1.0)					0.	
C.	Multiplier \$ Amount (A - D)					\$	
D.	Construction Cost (A x B)					\$	

Use Supplemental Cost Sheets as needed for all other materials. This cover sheet lists the total of all pages.

CONTRACTOR'S SIGNATURE / TITLE

DATE

Document 00800
SUPPLEMENTARY CONDITIONS OF THE CONTRACT
(For Construction Services Emergency Projects)

ARTICLE 1 – Awards and Renewals

- A. It is the intent of the School Board of Broward County to award contracts as noted on **Document 00410, Bid Form**, for Construction Services in accordance with the requirements of the bidding documents in an effort to establish a pool of Qualified Contractors to respond in the event of a declared emergency. The term of the contracts shall be three (3) years with a one (1) year renewal at Owner's option, and \$500,000, \$1,000,000, \$5,000,000 or \$10,000,000, and, renewable in the original amount, repeatedly if necessary, at the sole discretion of The School Board of Broward County, Florida. Work for this bid will be issued per construction project for individual construction projects estimated to cost up to \$10,000,000. The School Board at its sole discretion may elect to award Contracts in excess of \$10 million depending upon the nature and extent of the emergency. Work may be issued to the contractor unless contractor either refuses additional work, fails to perform, or cannot meet the required schedule, and, this is predicated on the prior performance by Contractor for Work under this contract, on previous Notices to Proceed (NTP), and, as-needed, by facility, per the NTP requirements.
- B. Bidder acknowledges that The School Board of Broward County, Florida has no obligation to compensate the bidder, or awardee, related to the bid or award of a contract. The School Board of Broward County, Florida may not assign any projects to the Contractor and in such event shall have no obligation to compensate the Contractor.

ARTICLE 2 - Scope

- A. **Process for Construction Services Emergency Projects** is generally described, but not limited to, the following:
1. An emergency, or disaster, or incident of national significance that affects Broward County is declared. The Physical Plant Operations Dept. (PPO) conducts an initial damage assessment on all sites within the first two hours after the All Clear has been given. For the first 48 hours after the storm or emergency has passed, the PPO will be responsible for project scope and assignment of tasks. PPO will direct Project Management as to the assistance it needs and where it is required.
 2. Contractor responds after notification by SBBC of the emergency according to pre-declared emergency procedures provided by the Owner. Refer to Article 8 Owners Emergency Procedures.
 3. Project Manager provides direction to the Contractor and may include bidding documents (scope, schedule, plans and specifications) or other written information.

4. The Contractor submits a price proposal, based on R.S. Means Facilities Construction Cost Data times the multiplier which the Contractor bid, to the Contracts Section or Emergency Procurement Center if open for operations. (R.S.Means, 63 Smiths Lane, PO Box 800, Kingston, MA 02364-3008, Phone 1-800-334-3509, Fax 1-800-632-6732, Internet www.rsmeans.com/direct.)
 5. The price proposal is reviewed by Cost Estimator and Project Manager, and may be reviewed by the Federal Emergency Management Agency (FEMA), the Owner's risk management agent or other entity. If the price proposal is approved by the Deputy Superintendent or Designee, a purchase order is issued.
 6. Builder's risk insurance and performance and payment bonds, if necessary, are requested from the Contractor. Upon receipt and approval of the builder's risk insurance and the performance and payment bonds, a Notice to Proceed letter is issued to the Contractor.
 7. Project Manager schedules pre-construction meeting.
 8. Project Manager acts as owner's representative and provides administration for project.
 9. Contractor schedules required inspections.
 10. Upon completion, Contractor submits punchlist and closeout documentation. Contractor submits partial and/or final payment requests to the Project Manager.
 11. In the event there are no declared emergencies in a contract year, the Owner reserves the right at its sole discretion to either :
 - a. Compensate the Contractor for those actual costs related to those activities required under Article 6- Emergency Response Requirements- Items E-G, or
 - b. Utilize the contractor and the supplies/equipment required under this contract, in Article 6-Emergency Response Requirements, Items E-G, for any of its projects.
- B. It is anticipated that a portion of the work required under this contract will be performed during premium time (not regular working hours). For the purpose of this contract, regular working hours are between 7:00 a.m. to 11:00 p.m. Monday through Friday and 8:00 a.m. to 4:00 p.m. Saturdays. Premium time must be pre-authorized by Contract Administrator before work is begun. All day Sunday will be premium time. A normal workday is eight hours per day. Overtime rates will apply after 11:00 p.m.

ARTICLE 3 - Documents

- A. Included within the Bidding Documents are those sections most relevant to assisting the Contractor in determining a bid. Other referenced documents that are also applicable in execution of the work are available on the Web at

www.broward.k12.fl.us/facilities_construction/index.htm and include the balance of Division 0, Division 1 and technical specifications (Divisions 2 through 17). Prior to submitting a bid, Bidders shall review and familiarize themselves with these documents that are used by SBBC in executing the projects, as they may deem necessary to provide a bid in full compliance with the bidding documents, and proper execution of the Work thereafter.

ARTICLE 4 - Prices, Bonds, and Insurance

- A. Wherever possible, total unit prices from the column R.S. Means labeled "Total including O& P" shall be used.
- B. Performance and Payment bonds and permits will be reimbursed to Contractors at actual cost without a multiplier.
- C. Builder's Risk Insurance may be required for individual projects. (See Document 00700, Paragraph 42.05).
- D. Refer to Document 00700, Paragraph 42.04 for Contractor's protective liability insurance requirements.
- E. Insurance and bonds are intended to cover the Work assigned to each contractor for the duration of each project.

ARTICLE 5 - School District Calendar

- A. School District Calendar

The School Board of Broward County, Florida's annual calendar is available to Bidder's at www.browardschools.com for information and use in determining subsequent construction schedules and their relation to the Owner's schedule of school operations, holidays, etc.

ARTICLE 6 - Emergency Response Requirements

- A. Declaration of an Emergency.
 - 1. Emergency is declared by the President of the United States, the Governor of the State of Florida, and/or the Superintendent of Schools for Broward County Schools.
 - 2. An emergency may be defined in the following manner: "An emergency exists where immediate action must be taken, essential to the health, safety or welfare of the community." Less strictly, it is simply a dangerous situation that requires an immediate response.
- B. Communications.
 - 1. The emergency notice will be communicated by radio/television and any other means available at the time of the emergency, depending upon its severity.

C. Staging Sites.

1. Staging Sites are to be determined depending upon the level of the emergency. Should Project Management Division and PPO determine Staging is necessary, Staging Sites will be determined as needed and SBBC Project Management Division will let the Contractor know of the decision made as soon after as possible.

D. Ongoing Construction Sites.

1. Every school construction site that has an ongoing construction project during the hurricane season may be used as an additional Staging Site depending upon the magnitude of the emergency. Every construction Contractor who is on that ongoing construction project is obligated to take certain actions prior to and after an emergency event.

E. Basic Supplies.

1. Every Contractor issued a Contract shall have supplies on hand at the time of the emergency that are consistent with the type of contracting that the Contractor will perform. Contractor may complete and submit with its bid Document 00800g, 00800h, "Contractor's Estimated Quantities of Prepositioned Material." Contractor shall incorporate all prior experiences responding to emergencies. Contractor may research the following technical publications: The Federal Response to Hurricane Katrina dated February 2006-- available at www.whitehouse.gov, or National Response Plan from Homeland Security dated December 2004, available at www.FEMA.gov or other available documents on the subject. Upon award of a contract, Contractor shall submit Documents 00800g, 00800h. This is mentioned for information only to use to plan the level of service that the Contractor will offer to SBBC and provide in Document 00800g, 00800h. Some items are listed below, as not all inclusive, but suggestions based upon previous events:

- a) water in sufficient supply for the workers
- b) gasoline (fuel) for vehicles and emergency generators if so powered
- c) required oil by type of emergency generator
- d) supplies as needed for the type of contracting being done

F. Basic Equipment.

The Contractor must determine the amount of equipment that is needed for its particular type of contracting and take into account any lessons learned from previous emergency events in order to provide rapid response capabilities for recovery to the School Board of Broward County. Contractor should provide a list to SBBC of the Equipment that Contractor will have available for use after notification to be on site, within whatever time limits are required based upon the level of emergency. There are some basics that the School Board does require, and these are as follows:

1. Emergency generator. Every contractor will have one emergency generator immediately available after the emergency is over or the All Clear is given. That emergency generator will be positioned at the command site for the area that the Contractor is assigned as soon as possible after the All Clear has been given, and timed for when the work will actually start to begin the restoration period.
2. Digital camera and photo printer
3. Satellite phone
4. Backup Family Radio Service radio, multi channel, and subchannel capability with up to 5 mile range, kept charged for use all the time.
5. An AM/FM battery operated radio

6. Any equipment normally used in the trade for which the contract is given.

G. Formal Notifications and Notice to Proceed.

1. Pre-hurricane season: Every Contractor prior to hurricane season will be notified in writing by Owner to be prepared for the upcoming hurricane season.
2. Pre-Emergency Notice: Prior to any emergency, notice will be given that there is an impending emergency. This notice will be sent out by fax/email as primary written means, and followed up if necessary by phone, cell phone, or satellite phone.
3. Emergency Notice - Notice to Mobilize: After the emergency has occurred and the All Clear given, notification will first be made to Contractors by the best available means at the time, depending upon the severity of the emergency. A satellite phone will be means of choice preferred in notifying Contractors when and where to report, and all other subsequent communications until such time as regular means of communication are reestablished.
4. During the recovery effort: Satellite phone will be used as primary means of communicating between all parties until it is verified that traditional methods of communication are up and running.
5. Notice to Proceed: Formal written Notice to Proceed will be issued to Contractor upon approval of Contractor's cost estimate by SBBC. Contractor may be requested to sign and receive the Notice to Proceed in person, depending upon the severity of the emergency and the timeliness in which the Work is required. Otherwise, the Notice will be issued in writing and sent to the Contractor by mail at the last address that SBBC was given.

H. Roles and Responsibilities

a. Contractor

Contractor shall provide the necessary services that The School Board of Broward County, Florida is in most need of in recovering from an emergency or declared disaster. Contractor is to provide those services after the emergency has been declared, pending the approval of the price for the estimated Work scope required at each site. Contractor is to work with the established procedures provided by the SBBC, and that will be amended from time to time by the SBBC.

b. Project Manager

Project Manager is the person assigned by the Deputy Superintendent of Facilities and Construction Management Division as a direct representative of the Owner (SBBC) in managing the Project. The Project Manager may be the Executive Director of Project Management, a Senior PM, PM III, PM II, PM I or other employee of the Facilities and Construction Management Division/SBBC. The Project Manager will be the Contractor's primary point of contact. The Project Manager's responsibilities are:

1. review work completed by contractor on periodic basis
2. review and approve invoices for payment
3. attend regular construction meetings during the emergency period
4. coordinate between all parties to the contract.

c. Architects and Engineers

Architects and Engineers, hereinafter referred to as Design Services, will act as the Consultant for SBBC issuing standard details, providing other technical assistance during the recovery period from the emergency. Design Services may be augmented by using Outside Consultants who the SBBC

already has under contract. Design Services/Outside Consultants will provide Contract Administration:

1. Design Services will issue standard details and arrange for them to be approved by the Building Department.

2. The Consultant will review and approve any shop drawings or other submittals required under Contract Administration.

d. Building Department of the School Board of Broward County.

is authorized by the Florida Building Code to conduct all activities associated with the Florida Building Code including but not limited to Inspection, Review, Permit issuance and enforcement of the Code.

Contractor calls in inspection requests to the Building Department.

e. Physical Plant Operations

Physical Plant Operations, hereinafter referred to as PPO, is charged by the School Board of Broward County with the maintenance and operation of all School Board owned facilities. In the event of emergency, PPO is specifically charged with getting schools back in operation and conducting the initial damage assessment for the Safety Department. That initial damage assessment is usually conducted within the first two hours after the All Clear has been given.

Photograph damage first.

After the initial assessment, PPO will be deployed to meet with Project Managers at sites, based upon the level of damage, etc. to conduct more detailed assessments, and develop the scope of work for what is to be done at a given site.

Per FEMA, any debris removal must be coordinated with PPO and FEMA regulations.

f. Safety Department

The Safety Department is the School Board entity that coordinates with all emergency management entities throughout Broward County on a regular basis during the year, and especially during emergencies. The Safety Department advises the Superintendent of Schools, in conjunction with other agencies, about when to declare an emergency.

g. Risk Management Department

The Risk Management Department coordinates claims with SBBC insurers.

ARTICLE 7 – Invoices.

All invoices shall be accompanied by unitized quantities priced according to the above terms and the current published RS Means Facilities Construction Cost Data, or, RS Means Square Foot Cost Data, or, RS Means Cost Works. Supporting documentation required shall include schedule of values with unit quantities, RS Means item codes, unit costs, extended amount totaled and multiplied by the above indicated agreed multiplier and photographs made of the Work prior to commencing and during the Work. Additionally, all requirements set forth above, or as may be required, for documentation by FEMA, the District's insurers, and the Stafford Act shall be provided by the Contractor.

The School Board of Broward County, Florida reserves the right to audit any and all documentation including, but not be limited to, those records necessary to evaluate and verify direct and indirect costs (including overhead allocations) as they may apply to costs associated with this contract. See Agreement form for further provisions.

ARTICLE 8 - Owner's Emergency Procedures.

Facilities and Construction Management Division Contractor Guidelines- Emergency Projects

Whenever there is an emergency or declared disaster that affects Broward County Schools, the following is to be used as a guideline for the level of response required by Contractors under the "Construction Services Emergency Projects (CSEP)."

The color coding system and the levels of response are meant to be consistent with the overall color coding system of the Department of Homeland Security (U. S. Government) and the adopted plan by The School Board of Broward County's Special Investigative Unit (SIU). This is done combining them to represent a common denominator or system to categorize the extent of the emergency and the response required. The School Board of Broward County (SBBC) uses a 3 level activation system for Declared Emergencies: Level 1 - Monitoring, Level 2 - Partial Activation, Level 3 - Full Activation. The five level system used by Facilities and Construction Management includes all the categories used under three different references to be compatible/consistent.

For purposes of identification at this time, the following personnel from the Facilities and Construction Management Division (FACMD) are classified as B level activation. When announcements are made over the television that the B level can report to work, you will know that some FACMD staff are available to assign work. These are:

1. **Michael Garretson**, Deputy Superintendent
2. **Rick Ragland**, Executive Director, Project Management
3. **Claudia Munroe**, Executive Director, Design Services
4. **Jack Cooper**, Senior Project Manager
5. **Shelley Meloni**, Director, Project Management
6. **Denis Herrmann**, Director, Design and Construction Contracts

All other F&CMD personnel are considered C level activation.

An attempt has been made to quantify the response levels. Level 1 is the least severe and as they go up, they become more increasingly severe. The requirements for the contractor increase as the levels go up.

Level	Description
Five-Catastrophic RED	A catastrophic hurricane, tsunami, or other major catastrophic disaster has ripped through Broward County. Buildings may not exist. Contractors may not exist, due to possible widespread flooding of low lying areas and adjacent to canals, etc., streets are impassable, Power is out widespread. The National Guard has been activated to maintain order. Within 4 hours of the All

	<p>Clear, attempts will be made by whatever means are available to reach all the Project Managers, Facilities Division staff, Contractors and Consultants, to verify their whereabouts, their condition, (if they need help). Once it is established whom is available to assist in the recovery effort, those people will be assigned by the Deputy Superintendent or his designee, following the chain of command of the Division, to locate everyone. Contractors and Project Managers that can will be asked to meet at predesignated locations, external to the office location. For those Contractors who are able, they will be asked to move trailers, and other equipment to certain sites to set up command posts for Recovery Operations, within 4-24 hours of the All Clear or as soon as practical, based upon conversations with Project Management and agreed to.</p>
<p>Four-full activation- severe</p> <p>ORANGE</p>	<p>Within 4 hours of the All Clear, the PPO department will have deployed the storm assessment teams, and has found that almost 40-50% of all schools in the county have been affected in one way or another that requires work being done to get them ready to open. Some schools may be unoccupiable until the items are corrected.</p> <p>Within the first 24-48 hours after the storm, initial assessments are still being done and the needs determined. Project Managers may be deployed to get more information as to the level of damage and write scopes of work. Within that first 24-48 hours after the storm, the PPO department and the six authorized individuals from FACMD may have determined where they need contractors and where they have to concentrate their efforts. Depending upon the information kept by the contractors about prepositioned materials, those contractors may be called out to start assessment and recovery. Contractors response should be within 24-48 hours after initial contact from FACMD.</p>
<p>Three-full activation</p> <p>YELLOW</p>	<p>A hurricane of at least Category 2 or higher or other severe weather event, requires a full emergency response, as the damage is widespread, all over the county, and could impact school opening. After the initial assessment has been done by PPO, it is found that moderate damage is sporadic throughout the county. This could equate to out of a possible 24-26 zones of schools, 4-6 zones have schools that have been impacted.</p>
<p>Two –partial activation</p> <p>BLUE</p>	<p>Project Managers are asked to assist in the damage assessment phase of their assigned schools or as assigned to them by the Executive Director of Project Management or designee, Project Managers are asked to meet PPO employees at their individual schools starting</p>

	<p>within 24-48 hours.</p> <p>After the All Clear is given and notification of activation by codes: A, B, C and D. At this level, it is already known that the PPO has done the preliminary windshield damage assessment at each school, and the damage level is sporadic, and limited. Generally the damage is confined and doesn't represent an immediate hazard to life, health, safety and welfare. Contractors, are asked to then meet the Project Managers at the schools that are damaged, within 24-48 hours of notification from the Project Manager. Contractor is only required to send one company representative/officer to meet with the PM at designated sites. In event that Contractor has multiple job assignments at different locations throughout the county, additional time is given to have contractor gather supplies, etc. and respond.</p>
<p>One- Monitoring</p> <p>GREEN</p>	<p>Project Managers are instructed to look at their schools, prior to the storm event, when warnings are issued. Contractors, who already have construction projects under way are advised to photograph construction sites and close them down, following guidelines in Section 01350 Special Procedures in the Contract Documents-Project Manual.</p> <p>CSEP Emergency Contractors are advised that a storm is coming and to be prepared.</p> <p>CSEP Emergency Contractors will be asked to update their prepositioned materials list if necessary and get that to FACMD before the storm.</p> <p>To the extent that it is felt necessary, CSEP Contractors may be employed to photograph or do assessments at certain sites -- pre-storm.</p>

Emergency Plan **CSEP**

All Contractors who are called bring trailers, generator, materials and set up site within 24 to 48 hours of notice, or as agreed with Project Management based on the severity of the event.

Project Managers define Scope of Work to be done by CSEP Contractor based on meeting with School Principal, PPO staff, Outside Consultant or Design Services as applicable.

Clarifications to color coding system and description:

In general, we want the CSEP Contractor to respond to a call from the Facilities and Construction Management Division within 4-24 hours from the All Clear. First priority is to make sure that all Contractors and necessary SBBC personnel can be located, are safe and able to come back to work to start the recovery process. We want first to see that our employees of the Facilities and Construction Management Division have not been personally affected by the disaster and lost their home, etc., and are safe. We then want to make sure

that each of our Contractors has not been affected personally by the disaster or emergency. To the extent that anyone has been affected, the School Board wants to make sure that those people get relief and aid for recovery.

When we say that we want to have contact with the CSEP Contractors within the time frame stated above, it is primarily to verify that they are okay, and are able to respond to the emergency or disaster situation, and will be able to then mobilize in a very short time frame. Once it has been determined when the Contractor can respond, and the severity of the incident, then it can be determined mutually between the Contractor and SBBC when to start the recovery process and mobilize.

Hurricane procedure:

1. Superintendent or Safety Department Director notify Deputy Superintendent of Facilities and Construction Management Division (DSF&CMD) that a tropical storm or hurricane threatens our area and to have Contractors make preparations to secure the construction sites.
2. Upon this notification, an automatic fax would be sent to the architects, contractors, consultants and staff members that this notification and action are taking place. A designee within the F&CMD is appointed to be hurricane or emergency coordinator for the division. This individual will be responsible for making sure that the notice gets out to each party.
3. Notification to contractors, architects, engineers, and other consultants and persons involved in construction projects will be notified by fax, email, text message or cell phone. Any one of the methods will be deemed acceptable when it is known that the message has been received by the intended party.

PPO (Physical Plant Operations) (same as formerly named District Maintenance) will take the lead in identification of damage from the disaster or emergency. Within 4 hours, the lead PPO team will look at each school to determine the level of damage that each school has sustained. In order to properly get the required assessments done in a timely manner, PPO may have Project Managers, Consultants, and others help or assist in damage assessment.

PPO will be activated in Group A. Staging Site: Twin Lakes East, 3810 NW 10 Avenue, Oakland Park 33309, Phone 754-321-4317.

The six F&CMD personnel previously listed are in Group B.

Facilities and Construction Management - Project Management and Contracts Departments will be activated in a callback to come back to work as Group C.

Project Managers who have been assigned certain schools will be asked to do damage assessments at their schools and to work with the Physical Plant Operations division and Safety Department of the School Board to identify damaged school facilities that can not open, and the damage that has been sustained at each school for the purpose of filing claims with FEMA.

Until told otherwise, all of the Project Management staff (Project Managers I, II, and III) who can report, should report to the Twin Lakes Maintenance/warehouse complex that is the

headquarters for PPO. For the first 48 hours after a storm event or emergency has occurred, the Project Managers will operate from that complex, and will take initial direction from the PPO department. PPO is in charge of all the initial damage assessments for the school district.

Once that 48 hour period has ended, the responsibility for the damage assessment and authority over the work required by the District to recover from the disaster or emergency, especially under the Construction Services Emergency Projects, rests with the Project Management Division.

Project Managers will evaluate their schools.

At present, Project Managers when they are called back to work, will be told to report to PPO or District Maintenance Complex at Twin Lakes. This is because it is a central facility which will have parking, power, etc. From this location, the Project Managers will go out to their various schools, and conduct the assessments. Project Managers once they have assessed the damage will arrange to meet the Emergency Contractors at the affected sites, at prearranged times.

Project Manager and Contractor's representative will walk through the damage, photograph damage and clear up any questions related to what is being requested.

Contractor will then prepare the cost estimate for the work, and arrange to meet the Project Manager at the site to give the estimate to the PM, and go over any questions.

PM takes estimate/proposal back to PPO, has cost verified with the Contracts Department. PM prepares the Notice to Proceed.

(Any lesson that has been best learned by the hurricanes and tragedies that we saw in the past is that we are our own best first responder. We cannot count on Government to be prepared for the kinds of emergencies that we will face. We have to do it ourselves. Our survival depends on our ability to prepare for the emergency and know how to respond and what action to take so that all remain safe).

The School Board of Broward County (SBBC) will, on a continuing basis, be updating all its procedures related to emergency response. Any updates will be issued in the near future and will be revised and amended periodically as needed. The Owner (SBBC) reserves the right to change those procedures by written notice to the Contractor, and be in effect immediately upon their issuance.

END OF DOCUMENT 00800