

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

FACILITIES AND CONSTRUCTION MANAGEMENT DIVISION

PROJECT: _____

TPM: _____

CHECKLIST

TOTAL PROGRAM MANAGEMENT

- ☐ CONTRACTS schedules and facilitates NEGOTIATION COMMITTEE
 - 1. Confirm Schedule
 - 2. Prepare Parameter Form (*NPC Form*)
 - 3. Prepare Meeting Agenda and Sign-In form (*NPC Meeting*)
 - 4. Prepare Meeting Notice
 - 5. Post CAB Schedule
 - a. Invite:
 - i. Executive Director or Designee, Office of the Chief Auditor
 - ii. Project Manager II and/or Project Manager III
 - iii. Senior Project Manager or Director, Planning and Design
 - iv. Director, Design and Construction Contracts
 - v. Cost Estimator/Scheduler, Design and Construction Contracts
 - vi. Construction Purchasing Agent, Design and Construction Contracts
 - b. Reserve Meeting Room
- ☐ QSEC selects finalist
- ☐ CONTRACTS receives documents and response from TPM
 - ☐ 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
 - ☐ Truth in Negotiations
 - ☐ Fee Proposal and Supporting Documentation
- ☐ CONTRACTS' Cost Estimator reviews proposal, recommends proceeding with negotiations, and prepares Negotiation Committee Parameter Form
- ☐ CONTRACTS prepares Agreement
- ☐ CONTRACTS completes Agreement immediately after negotiations
- ☐ TPM EXECUTES Agreement (Preferably after negotiation meeting)
 - 1. Issue transmittal for pickup or delivery of Agreement
 - Transmit to TPM for Execution

2. Attach Agreement and Five Copies of Signature Pages

- ☐ CONTRACTS receives executed Agreement from TPM
- ☐ CONTRACTS submits documents to CAPITAL BUDGET
 - 1. Prepare email
 - a. Attach Board Item
 - b. Attach PFA
 - c. Attach Collaboration
- ☐ CONTRACTS issues Agreement to OFFICE OF THE CHIEF AUDITOR
 - 1. Prepare email
 - a. Attach Collaboration Form and Board Item
 - b. Attach Agreement/Attachments
- ☐ CONTRACTS submits insurance documents to RISK MANAGEMENT
 - 2. Prepare email
 - a. Attach Board Item
 - b. Attach Agreement
 - c. Attach Certificate of Insurance
- ☐ CONTRACTS requests School Board Attorney Approval (Ed Marko)
 - 1. Prepare Transmittal from Director to Staff Attorney (*Consult Atty Review*)
- ☐ CONTRACTS receives School Board Attorney Approval
- ☐ CONTRACTS receives approval from CAPITAL BUDGET
 - 1. Collaboration Form
- ☐ CONTRACTS receives approval from OFFICE OF THE CHIEF AUDITOR
 - 1. Collaboration Form
- ☐ CONTRACTS receives approval from RISK MANAGEMENT
 - 2. Approval Memo
- ☐ CONTRACTS processes BOARD item "Approval of Agreement"
 - 1. Prepare Agenda Item (*Agenda Shell AOA*) and Exhibits
 - a. Attach Agreement/Attachments, PFA, Collaboration
 - b. Attach One original Executed Signature Page and One original Acknowledgment Page
 - c. Retain remaining originals in Agenda Item Suspense File until approved
- ☐ CONTRACTS receives approved BOARD item "Approval of Agreement"
- ☐ CONTRACTS processes agreement for signatures by the Superintendent and Board Chair
- ☐ CONTRACTS assembles copies of Agreement and distributes by cc listed in Notice to Proceed (originals go to TPM, Surety, Reception and Contracts)
- ☐ CONTRACTS prepares project set for filing in Reception **after** the Final GMP

GMPs (Partial and Final)

- ☐ CONTRACTS receives GMP from TPM for any new projects
- ☐ CONTRACTS receives Builders Risk Insurance Certificates from TPM
- ☐ CONTRACTS forwards Builders Risk Insurance Certificates to RISK MANAGEMENT via email

- ☐ CONTRACTS receives approval memo from RISK MANAGEMENT
- ☐ CONTRACTS prepares GMP Addendum and Performance and Payment Bonds
- ☐ CONTRACTS prepares BOARD ITEM and EXHIBITS (PFA, TPM Letter, Collaboration)
- ☐ CONTRACTS forwards BOARD ITEM and COLLABORATION to CAPITAL BUDGET
- ☐ CONTRACTS receives COLLABORATION from CAPITAL BUDGET
- ☐ CONTRACTS receives four executed originals of Addendum and Power of Attorneys, four executed originals of Performance Bond Form and Power of Attorneys, and four executed originals of Payment Bond Form and Power of Attorneys
- ☐ CONTRACTS forwards Addendum and Bonds to Oscar Soto for approval via Transmittal **(NOTE: THIS IS REQUIRED ONLY IF THE DOCUMENTS ARE NOT IN THE STANDARD FORM. IF THEY ARE IN THE STANDARD FORM, PROCEED TO THE FOLLOWING STEP).**
- ☐ CONTRACTS forwards Addendum and Bonds to Ed Marko, Staff Attorney, for approval **(NOTE: ONLY IF THE DOCUMENTS WERE SENT TO OSCAR SOTO DO YOU FORWARD TO MARKO VIA TRANSMITTAL WITH OSCAR SOTO'S SIGNATURE OF APPROVAL).**
- ☐ CONTRACTS receives approved BOARD item "Approval of Addendum" and signatures
- ☐ CONTRACTS processes Addendum for signatures by the Superintendent and Board Chair
- ☐ CONTRACTS assembles copies of Addendum and distributes by cc listed in Notice to Proceed (originals go to TPM, Surety, Reception and Contracts)
- ☐ CONTRACTS issues Notice to Proceed to TPM informing them of BOARD approval
- ☐ CONTRACTS prepares project folder for filing in Reception