



EMERGENCY PREPAREDNESS COORDINATION MEETING

**ISRAEL RODRIGUEZ-SOTO MS, P.E., CSI
CONTRACTING DEPARTMENT**

CONSTRUCTION SERVICES EMERGENCY PROJECTS EMERGENCY PREPARENESS MEETING

WHY WERE YOU INVITED TO ATTEND THIS MEETING:

How to respond to the possibility that an Emergency Declaration be issued, by the President of the USA, Governor of Florida, and or the Broward County School Board Superintendent thus activating the construction pre-position construction services for emergency repairs.

WHO WILL BE YOUR PRIMARY CONTACT DEPARTMENT:

The Facilities & Construction Management Division will be your primary contact in case of a declared emergency announcement & will be your primary management organization in the event that you are mobilized.

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WHAT WAS THE REASON FOR THE INFORMATION MAIL TO YOU

The purpose of the communiqué is & was to distribute the required up to date information and give you an update orientation and put you on alert to be prepared if a Declared Emergency is announced.

In the event of an emergency and your services are needed, one of the four (4) authorized Facilities' Personnel will make contact with your company and verbally or in writing issue an approved “**Notice to Proceed**”. The “**Start Date**” will be shown on the NTP.

CSEP

Person(s) Authorized to Issue Notice to Proceeds

NAMES	Thomas Lindner	Shelley Meloni	Jack Cooper	Denis Herrmann
POSITION	Acting Deputy Superintendent	Director, Planning & Design - Project Management	Sr. Project Manager	Director, Design & Construction Contracts
Office:	754-321-1520	754-321-1610	754-321-1607	754-321-1675
Home:				
Cell:	954-240-9100	954-249-4441	954-249-3905	954-249-4254

Staging Site for CSEP

Twin Lakes East
 3810 NW 10 Avenue
 Oakland Park, FL
 33309

Update 04/18/2011



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- 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.
 2. **For the first 48 hours after the storm or emergency has passed, 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. They in turn will mobilize you.
 3. 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.

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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.**

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- 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.**

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****** An Emergency is Declared ******

- **Physical Plant Operations (PPO) does a “Windshield” Evaluation of all sites**
- **PPO creates Work Orders based upon Windshield Evaluation**
- **Safety Department performs a secondary evaluation of all sites & Reports any new damage to PPO**
- **PPO creates additional Work Orders based upon the Safety Department’s Evaluations**
- **Facilities Project Manager (PM) makes an assessment of school & site for damage**
- **PPO creates additional Work Orders based upon the PM’s Evaluations**
- **PPO sends a copy of the Work Order to the Contracts Dept.**
- **PM contacts next contractor in line using the CSEP Charts**

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- **Contractor submits a cost proposal for the work**
- **Contracts Department verifies Contractor submitted is the next available contractor**
- **Contracts Department reviews & approves the Cost Proposal submitted**
- **Project Manager fills out & submits affidavit for Construction Permit to Building Dept.)**
- **Contracts Department prepares the Notice To Proceed for Construction (NTP) - attach copies of Work Order, Approved Estimate & Permit Affidavit to NTP**
- **Contracts Department processes NTP to a director for signature**
- **Contracts Department prepares and issues the NTP letter to Contractor**

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- ***** *Construction Commences* ******
- **Contractor submits an invoice to Facilities Project Manager**
- **PM verifies work in place and approves invoice**
- **PM sends Invoice to proper Director for signature**
- **PM forwards signed invoice to the Contracts Department**
- **Contract Department verifies invoice for:**
 1. **Quantity of measure used**
 2. **Unit Prices used**
 3. **Means Categories**
- **PM verifies all work is completed to Owner's satisfaction**
- **PM closes out project**

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Construction Services Emergency Projects V
Bid No. 2010-02-FC
List of Services in Bid

Item	Work Category	Contract \$ amount
1	General or Building Contractor Services	(\$10,000,000 Contract)
2	General or Building Contractor Services	(\$5,000,000 Contract)
3	General or Building Contractor Services	(\$1,000,000 Contract)
4	Roofing Contractor Services Including roof repair, replacement, sheet metal, etc.	(\$10,000,000 Contract)
5	Roofing Contractor Services Including roof repair, replacement, sheet metal, etc.	(\$5,000,000 Contract)
6	Roofing Contractor Services Including roof repair, replacement, sheet metal, etc.	(\$1,000,000 Contract)
7	Mechanical, Air Conditioning, and/or Plumbing Contractor Services	(\$1,000,000 Contract)

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Construction Services Emergency Projects V

Bid No. 2010-02-FC

List of Services in Bid (CONTINUATION)

8	Mechanical, Air Conditioning, and/or Plumbing Contractor Services	(\$500,000 Contract)
9	Electrical and Systems Contractor Services including fire-alarm, intercom, sports lighting, exterior lighting contractors	(\$1,000,000 Contract)
10	Electrical and Systems Contractor Services including fire-alarm, intercom, sports lighting, exterior lighting contractors	(\$500,000 Contract)
11	Landscaping Services including; Trees- Provide, Remove, Relocate and Trim; debris removal and miscellaneous landscaping work.	(\$5,000,000 Contract)
12	Landscaping Services including; Trees- Provide, Remove, Relocate and Trim; debris removal and miscellaneous landscaping work.	(\$1,000,000 Contract)
13	Environmental Clean-up, Water Removal and Dry-Out	(\$5,000,000 Contract)
14	Environmental Clean-up, Water Removal and Dry-Out	(\$1,000,000 Contract)
15	Environmental Clean-up, Water Removal and Dry-Out	(\$500,000 Contract)

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Document 00800

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

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.

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C. Staging Sites once the Contract is Activated.

1. Staging Sites are to be determined depending upon the level of the emergency. Project Management Division and PPO determine if Staging is necessary.
2. 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.
3. **Procedures for the Facilities and Construction Management Division are attached. Upon activation of this contract, you agree to provide all necessary materials, equipment, utilities, machinery, tools, apparatus, means of transportation and labor necessary to complete the Work. Per the terms of your current contract.**

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C. Staging Sites once the Contract is Activated (Continuation)

4. 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.

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.

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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.**

a. 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.**

b. 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:

- 1) water in sufficient supply for the workers & supplies as needed
- 2) gasoline (fuel) for vehicles and emergency generators if so powered
- 3) required oil by type of emergency generator

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F. Basic Equipment.

1. The Contractor must determine the amount of equipment that is needed for its particular type of contracting , in order to provide rapid response capabilities for recovery to The School Board of Broward County.

a. Contractor should provide a list to SBBC of the Equipment that Contractor will have available for use after notification to be on site, within the time limits required upon the level of emergency.

b. There are some basics that the School Board does require, and these are as follows:

- 1.) Emergency Generator. (immediately available)
- 2.) Digital camera and photo printer
- 3.) Satellite phone
- 4.) Backup Family Radio Service radio,
- 5.) An AM/FM battery operated radio
- 6.) Any equipment normally used in the trade for GIVEN contract.

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G. Formal Notifications and Notice to Proceed.

1. **Pre-hurricane Season**: Contractor will be notified to be prepared for the upcoming hurricane season.
2. **Pre-Emergency Notice**: Prior to any emergency, notice will be given by the media that there is an impending emergency.
3. **Emergency Notice** - Notification will first be made to Contractors by the best available means, depending upon the severity of the emergency. A satellite phone will be the means of choice preferred in notifying Contractors, until such time as regular means of communication are reestablished.
4. **During the Recovery Effort**: Satellite phone will be used as primary means of communication until 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. Notice will be issued in writing and sent to the Contractor by mail at the last address that **IS ON RECORD**.

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Roles & Responsibilities of the:

1. Contractors
2. Project Managers
3. Architects and Engineers
4. Building Department
5. Physical Plant Operations
6. Safety Department
7. Risk Management Department

Are found in Document 00800-" **SUPPLEMENTARY CONDITIONS OF THE CONTRACT** (For Construction Services Emergency Projects)-Be familiar with them

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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).”

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Under the Emergency Plan

CSEP- Remember

All Contractors who are called **SHALL** 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.

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

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The **Deputy Superintendent is Group A.** The other three F&CMD personnel previously listed are in Group B.

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

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Question & Response Period.

ON BEHAVE OF THE BROWARD COUNTY SCHOOL BOARD WE THANK YOU AND HOPE THAT NONE OF THE PROCEDURES PRESENTED IN THIS COORDINATION MEETING WOULD BE REQUIRED TO BE ACTIVATED.

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