

Northwest Florida State College
Policy Number 6Hx17-8.10

TITLE	CAPITAL OUTLAY AND CONSTRUCTION
REFERENCE	SBR 6A-2.0010; FS 1013.48
HISTORY	State Board Rule Amended February 1986; 2008 Local Language Revised March, 2009

6A-2.0010, Educational Facilities

State Board of Education requirements adopted pursuant to Chapter 120, Florida Statutes, to implement the State Uniform Building Code or Public Education Facilities Construction in Chapter 1013, Florida Statutes are contained in Section 423 of the Florida Building Code and the Department of Education publication titled "State Requirements for Educational Facilities 2007" which is hereby incorporated by reference and made a part of this rule to become effective with the effective date of the amended rule. All educational and ancillary facilities constructed by a school board or community college board shall comply with "State Requirements for Educational Facilities 2007." Copies of the "State Requirements for Educational Facilities 2007" are available in the Office of Educational Facilities, Florida Department of Education, 325 West Gaines Street, Room 1054, Tallahassee FL 32399-0400 at a cost to be determined by the Commissioner, but which shall not exceed actual cost, for from the Department of Education's website at <http://www.fldoe.org/edfacil> in PDF format.

Specific Authority Section 1(0) Article IX, State Constitution; 1001.02(1), 1001.02 (2), 1013.37 FS. Law Implemented 1(0) Article IX State Constitution 1001.01, 1001.42(9), 1001.453, 1011.74, 1031.01, 1013.03, 1013.31, 1013.35, 1013.37, 1013.371, 1013.60, 1013.61, 1013.64, 1013.735, 1013.736, 1013.737 FS. History - New 10-30-94. Amended 4-28-97, Formerly 6A2.0111, Amended 1-5-00, Formerly 6.2001, Amended 8-22-05, 7-2-06, 2-12-08.

1013.48 Changes in Construction requirements after award of contract

The board may, at its option and by written policy duly adopted and entered in its official minutes, authorize the superintendent or the president or other designated individual to approve change orders in the name of the board of preestablished 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 educational facilities plan pursuant to s. 1013.35.

History. s.27, ch. 2002-296; s. 848, ch 2002-387.

Local Language

Construction projects shall be established on the basis of a survey conducted in accordance with State Board Rules. Such survey shall be the basis for establishment of project priorities for construction and use of capital outlay funds.

The preparation, plans, specifications, and implementation of construction projects shall be accomplished by an architect employed by the college, and by the president and his designee(s) within the parameters of the provisions of 6A-2 of State Board Rules (all pertinent portions of 6A-2 are included as part of the policies of the Board) and within the provisions of the Uniform Building Code as it pertains to community colleges. Such projects shall be approved by the Board of Trustees prior to transmittal to appropriate State-level agencies for their approval. Architects and engineers shall provide certificates of professional liability insurance for a minimum of \$1 million per claim prior to signing an agreement for services with the college.

Payment during construction shall be made on the basis of certification from the architect and Northwest Florida State College's authorized building inspector of the percent of work accomplished during the established pay period (normally each 30 days) and the amount of materials stored on site, less a mandatory retainage of 10% of the total construction contract, which 10% shall be held pending certification (by the State Department of Education) of completion of the project.

Release of the retainage to the contractor will be as follows: 5% at the time of issuance of a Certificate of Occupancy by the Office of Educational Facilities and the remaining 5% (final payment) upon receipt by the college of a Certificate of Final Inspection, issued by the Office of Educational Facilities, which confirms construction of facilities in accordance with required codes and specifications. For construction projects performed under multiple contracts, release of the retainage will be made at the time of acceptance of each project by the college if the Office of Educational Facilities deem it preferable to inspect the construction as a whole at the time of completion of the total project. The value of any outstanding incomplete items at the time of acceptance of a project by the college shall be established by the project architect and shall reflect the cost which would be incurred to have the work completed by an independent

contractor. Payment for such incomplete items shall be withheld pending certification of completion by the project architect.

To expedite project work flow and efficiently manage construction contracts, the District Board of Trustees authorizes the president of the college, pursuant to Section 1013.48, Florida Statutes, to approve survey-approved projects including: submission of project documents for approval; award of contracts consistent with board pre-approved project time, scope and budget; and approve change orders up to \$150,000 or one percent of the contracted amount of the project. All the pre-approved documents will be submitted to the Board of Trustees at its next regular meeting for ratification of approval.

The Board of Trustees' Facilities and Programs Committee is authorized to act on change orders above the limits of the President up to five percent of the contract amount. All the pre-approved documents will be submitted to the Board of Trustees at its next regular meeting for ratification of approval.