

## College Operating Procedures (COP)



**Procedure Title:** Requirements for Plan Review of Construction Documents  
**Procedure Number:** 07-0718  
**Originating Department:** Facilities Planning and Management

**Specific Authority:**

Board Policy 6Hx6:1.02  
Florida Statute 1013.38, F.S. 1013.50, F.S.  
Florida Administrative Code State Requirement for Educational Facility (SREF)

**Procedure Actions:** Adopted: 06/09/09; 07/01/09

**Purpose Statement:** Florida Department of Education Office of Facilities Requirements for Plan Review of Construction Documents

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### **Guidelines:**

The Florida Department of Education Office of Facilities gives these Requirements for Plan Review of Construction Documents.

### **Procedures:**

- I. **Documents and Submittals.** A board which undertakes the construction, remodeling, renovation, lease, or lease-purchase of any educational plant or ancillary facility, or day labor project, regardless of cost or fund source, shall develop policy and procedures for the review of contract and construction documents as outlined in [Section 1013.38](#), F.S., permanent archival of plans, and submission of project data as requested to the Department pursuant to [§ 1013.50](#), F.S. Boards may submit construction documents to the office for review and approval as prescribed in this section for new construction, remodeling and renovation, regardless of estimated project cost. Construction documents for relocatable classrooms shall be submitted to the Department of Community Affairs, Manufactured Building Program, for review and approval. Documents for projects shall conform to the appropriate sections of these State Requirements.

For all projects over \$200,000, the following forms shall be submitted to the Office of Educational Facilities for the files:

- A. **OEF Form 110A** - Prior to implementation of each project, the school board shall provide a brief description of the facilities procurement process. The description shall include the names of the architects and engineers of record for design; the plan review entity; the contractor, construction manager, design-build and/or program management entity; and the licensed building inspector/UBCI.

**B. OEF Form 110B** - Upon completion of each project, the school board shall provide a signed Certificate of Occupancy, if applicable.

**C. OEF 209** - Upon completion of each project, the school board shall provide a copy of the signed Certificate of Final Inspection.

**1. Construction Documents (Phase III).** The board shall approve construction/Phase III documents which may be sent to the Office of Educational Facilities for code review and approval.

**a. Delegation of Authority.** Pursuant to [§ 1013.371](#), F.S., the board may adopt policies and procedures for delegation of authority to the superintendent or president for submitting documents to the office for review and approval, subsequent to and consistent with the board's approved scope, time frame, funding source, and budget of a project.

**b. "Approval" or "Approval Withheld".** Notice of "approval" of construction/Phase III documents, or an "approval withheld" of construction/Phase III documents, will be issued to the administrator and the project design professional. If approval is withheld from the construction/Phase III documents, the board shall correct cited mandatories, submit corrected documents to the office highlighting any changes from the original, and receive an OEF approval letter.

**2. Reuse or Prototype Projects.** The facilities list and construction documents shall be updated, highlighting any changes from the original, to adapt to the new site and to comply with the Florida Building Code, State Requirements for Educational Facilities, and other current rules or codes in effect relating to safety-to-life, health and sanitation, physically disabled, and any laws in effect at the time a design adaptation contract is awarded. Florida Energy Efficiency Code (FEEC) and Life Cycle Cost Analysis (LCCA) documents shall also be updated to evaluate energy use and energy efficient designs.

**3. Document Submittal.** When the board chooses to send documents to the office for review, one (1) set of contract documents shall be submitted for review and approval, as follows:

**a. General Requirements.**

**i.** Submit OEF Form 208 "Letter of Transmittal" with construction documents for review.

**ii.** Record Set; Signed and Sealed/Statements of Compliance. Only complete documents, signed and sealed by the design professionals, will be accepted for review; in addition, these documents shall contain a statement of compliance by the architect or engineer of record that "To the best of my knowledge these drawings and the project manual are complete, and comply with the Florida Building Code." This submittal is the official record set of the bid documents, which will be permanently archived by the department for the benefit of future boards.

**iii.** When requested by the office, engineering calculations for mechanical, electrical, and structural systems shall be submitted separately from drawings and the project manual.

**iv.** Changes to the construction documents may be made prior to contract award by addenda and/or resubmittal of documents graphically indicating the changes. Addenda and revised drawings shall be signed and sealed by the design professionals and submitted to the office as they occur during the bidding process for complete record set documentation. Change orders which modify the construction may be forwarded to the office for complete record set documentation.

**v.** Life-Cycle Cost Analysis (LCCA) Data Summary Sheets 1, 2, 3. LCCA shall be signed and sealed and submitted to the office for review and approval with the construction documents.

**vi.** Florida Energy Efficiency Code for Building Construction (FEEC). Submit one (1) copy signed and sealed by a State of Florida registered design professional. FEEC forms, including calculations for mechanical systems, documenting energy efficiency ratio rating of HVAC equipment, electrical systems, insulation, and building envelope shall be included in the submittal.

**vii.** OEF Form 208A "Facility Space Chart/Net and Gross Square Footages" or equivalent chart indicating all room names in the project, room numbers, the number of square feet in each room, and design occupant capacity.

**b. Drawings.** Documents shall be submitted on sheet sizes not to exceed thirty-two (32) inches by forty-two (42) inches. The drawings shall include the following:

**i.** Site plans including, but not limited to, area location map, legal description of property, demolition, excavation, utilities, finish grading, landscaping, mechanical, electrical, civil/structural, and architectural site plans.

**a)** Acreage, points of the compass, scale, contours and general topographical conditions, flood zone and flood plain elevation, over-all dimensions, adjacent highways, roads, emergency access, fire hydrants, power transmission lines, ownership and use of adjacent land, walks and paths, vehicle and bike parking areas, accessibility for the disabled, service areas, play areas, bus and car loading zones, existing buildings and use, location of proposed building(s) and future additions, community use buildings, phased construction.

**b)** A statement should be included on the site plan identifying the FEMA flood zone and flood plain elevation in which the project is located. The statement shall be signed and dated by the A/E of record.

**c)** Drainage, water retention ponds, sewage disposal and water supply systems, and such physical features that may adversely affect or enhance the safety, health, welfare, visual environment, or comfort of the occupants.

**d)** Soil testing results.

**ii.** Plans and details including, but not limited to:

**a)** Title sheets including a table of contents and statement of compliance by the architect or engineer of record. Each discipline shall have a list of abbreviations, schedule of material indications, and schedule of notations and symbols at the beginning of their section of the plans.

**b)** Architectural sheets including floor plans, door, window and finish schedules, roof plans, elevations, sections, and details.

**c)** Floor plans showing points of the compass, over-all dimensions, identity of each space, proposed door locations, accessibility for the disabled, Florida Inventory of School House (FISH) numbers, occupant load of each space, proposed passive design and low energy usage features, possible community service areas and instructional spaces that can be converted to community use areas, any existing buildings and use, future additions, and phased construction. Indicate emergency public shelter design features, if applicable.

**d)** A life-safety plan showing exits, accessibility for the disabled, fire walls, fire resistance rated walls, rated doors, emergency wall openings, smoke vents, master valves and emergency disconnects, emergency lighting, emergency power equipment, fire extinguishers, exit signs, smoke and fire dampers, working stage protection, range and fume hoods, eye wash and emergency showers, protected corridors, smoke barriers, fire alarm systems, room names and numbers, or any other life-safety features relevant to the facility. The life safety plan shall also show the fire sprinkler system if proposed. By symbol, indicate connections and tie-ins to existing equipment.

**e)** A floor plan drawn at an architectural scale that will allow the entire facility to be shown on one sheet, without break lines.

**f)** Floor plans for additions to an existing facility shall indicate the connections and tie-ins to the building, including all existing spaces, exits, plumbing fixtures and locations, and any proposed changes thereto. Distinguish between new and existing areas for renovation, remodeling, or an addition.

**g)** Existing facilities to be remodeled or renovated may use either of these accessibility lifts provided: sketches of proposed vertical platform lifts, shall include layout drawings showing the effect of the lift on existing corridor width and exiting from the affected facility; sketches of proposed inclined wheelchair lift shall include layout drawings showing the effect of the lift on the stairway width in the folded and unfolded position, as well as the upper and lower platform storage locations, and the sketches shall also show the effect on exiting from the affected areas of the facility.

**h)** When planning open space schools, a floor plan should be developed showing the methods used to permanently define the means of egress, such as surface finish or color.

**i)** Exterior building elevations as necessary to show the general character of the facility.

**j)** Typical building sections to show dimensions, proposed construction materials, and elevations of finished floors and finished ground grades.

**k)** Civil/Structural sheets including paving; drainage; water, sanitary sewer, fire protection; foundation plans; floor plans; roof plans; structural plans; sections; details; and pipe, culvert, beam, column, wall and footing schedules.

**l)** Mechanical sheets including floor plans; room names and numbers; sections; details; riser diagrams; kitchen exhaust hoods; and, equipment, fan, and fixture schedules, fixture locations and fixture unit calculations.

**m)** Electrical sheets including floor plans; room names and numbers; sections; details; riser diagrams; and, fixture and panel schedules.

**n)** A threshold building inspection plan, prepared by the A/E of record, as set forth in [§ 553.79\(5\)](#), F.S., including the name of a certified threshold building inspector, shall be submitted to the office for review and approval. A threshold building is any building greater than three (3) stories or fifty (50) feet in height, or any building with an assembly space that exceeds five thousand (5000) square feet in area, and an occupant load of more than five hundred (500) persons.

**c. Project Manual.** The project manual shall include, but not be limited to, the following:

**1)** Title Page including a statement of compliance by the architect or engineer of record.

- 2) Table of Contents.
- 3) Schedule of Drawings.
- 4) Invitation to Bid and Advertisement for Bids.
- 5) Instructions to Bidders, including date and time of bid opening and notice of pre-bid conference.
- 6) Sample Forms. *Include Public Entity Crime Form, Owner/Contractor Agreement, Performance and Payment Bond, Change Order, Bid Form which may require the general contractor's license number, may include a subcontractors list and license numbers, and other project forms.*
- 7) Bonding Requirements. Bonds are required on projects costing two hundred thousand dollars (\$200,000) or more. *On projects with costs less than two hundred thousand dollars (\$200,000), bonds shall be at the discretion of the board as follows:*
  - a) *Bid Security equaling five (5%) percent of the base bid. Security shall be in the form of a certified check, cashier's check, treasurer's check, or bank draft of any national or state bank.*
  - b) *Performance Bond and Materials and Payment Bond. Each bond shall equal one hundred (100%) percent of the contract amount, and shall be with a surety insurer authorized to do business in Florida and complying with [§ 255.05](#), F.S.*
  - c) *Where the contract amount does not exceed five hundred thousand dollars (\$500,000) the board shall not refuse a bonding company which meets the provisions of [§ 287.0935](#), F.S.*
- 8) Insurance Requirements. *The project shall be covered by the following insurance, with limits as required by law:*
  - a) *Worker's compensation and employer's liability.*
  - b) *Public liability to include personal injury, bodily injury, and property damage.*
  - c) *Products and completed operations liability.*
  - d) *Owner's protective liability.*

*e) Business automobile liability, including owned, non-owned, and hired automobiles.*

*f) Property all-risks coverage to one hundred (100%) percent of the value at risk. This is subject to the deductibles acceptable to the board.*

*g) Boiler and machinery insurance as required.*

**9) General Conditions and Supplementary Conditions including, but not limited to, the following:**

*a) Deductive alternates must be used if bidding is to take place on a project where funds are in jeopardy of reversion and a rebid process would not be possible within remaining time available, and the board wants to preserve the option to negotiate with the apparent low bidder.*

*b) Notice of time limit and method of payment to the contractor including final payment.*

*c) Time limit in which the construction is to be completed.*

*d) The penalty to be paid by the contractor for failure to comply with the time limits of the contract.*

*e) Federal wage rates and hourly scales shall be used where required by federal fund source. Federal wage rates shall be secured from the Federal Department of Labor. When using a Federal wage rate, Federal workers compensation must also be used. Federal wage rates are not required for construction projects financed totally from local or state funds.*

*f) Where projects include trenching which exceeds a depth of five (5) feet reference shall be made to the trench safety standard as required by § [553.63](#) and [553.64](#), F.S.*

*g) For projects including asbestos abatement, a board may indemnify and hold harmless an asbestos consultant against acts of omission or release of contaminants during asbestos abatement activities in accordance with § [255.551](#) through [255.565](#), F.S.*

*h) Include a listing of all toxic substances enumerated in the Florida Substance List established pursuant to § [442.103](#), F.S., that are to be used in the construction, repair, or maintenance of educational facilities, and before use, the contractor shall notify the district superintendent or college president, and the administrator, in writing at least three (3)*

*working days prior to using the substance. The notification shall contain: the name of the substance to be used; where the substance is to be use and when the substance is to be used. A copy of a material safety data sheet as defined in § [442.102](#), F.S., for each such substance shall be included in the notification. The administrator shall take all reasonable actions to ensure that the contractor complies with the safety precautions and handling instructions set forth in the material safety data sheet for each substance used so that usage of the substance poses no threat to the health and safety of students, school personnel, and the general public.*

*i) A provision setting forth who should pay for standard tests of concrete, plumbing, electrical, steel and others as required by industry standards.*

*j) A provision setting forth who should pay for the testing of questionable installations, procedures, products, or materials in the construction phase.*

*k) Test and balance services for HVAC systems should be provided by a company employed by the board.*

*l) The board may include an incentive in the contract for early completion of the project.*

**10) Specifications.** Written requirements for materials, equipment, construction systems, standards, workmanship, and performance of related services.

**11) Addenda.**

**4. Community College Master Plan.** Proposed buildings shall conform with the approved campus development plan. Changes to the campus development plan shall be updated every five (5) years.

**5. Building Permit.** The procedure for the Department of Education to issue a building permit is as follows:

- a.** Submit Phase III Construction Documents for Review.
- b.** Have your local certified fire safety inspector review and approve the phase III Construction Documents.
- c.** Make all required corrections to the Phase III documents to satisfy all mandatories. Provide documentation to satisfy these mandatories to the Office of Educational Facilities (OEF).
- d.** Your receipt of the Phase III Approval Letter allows the school district/community college to award the construction contract to a licensed contractor.



- e. Verify that the contractor meets all required insurance requirements and that the contractor's license is current.
- f. Obtain all other required permits for the project.
- g. Complete the two-page Building Permit Application (OEF Form 220).
- h. Submit two signed and sealed sets of corrected Phase III Construction Documents that also contain all other required permit stamps, along with the Building Permit Application (OEF Form 220) to OEF.
- i. Upon OEF's receipt of the documents, verification that all mandatories have been satisfied, and that the contractor's license is current, OEF will issue a Building Permit (OEF Form 225). One set of Construction Documents will be stamped and returned to the district/community college along with the building permit. This set of Construction Documents is required to be kept on the job site for the inspector's use, and the building permit is required to be posted on the job site.

**6. Annual Maintenance Permit.** If OEF is the entity issuing your building permits, we can also issue your Annual Maintenance Permit. To obtain an Annual Maintenance Permit, submit a written request including a description of the procedures the district will use to enforce the requirements of statutes and the Florida Building Code for projects that fall under the Annual Maintenance Permit. This description should include who will be performing required inspections and how each project is going to be documented and tracked for code compliance. Upon receipt of this information, an Annual Maintenance Permit (OEF Form 226) will be issued to the district/community college.

**Office of Educational Facilities**

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