



## **Project Request Funded by External Partners**

### **Overview**

The School Board has the responsibility to provide safe, secure, adequate, and equitable facilities that meet the needs of the programs and departments serving students, employees, and the community. This responsibility continues in the maintenance of the existing building and grounds.

On occasion, requests are made outside of the Facilities Division to modify a facility or school campus, which has a financial implication for the planning, design, and construction phases, as well as the maintenance expenses of the modified area(s). Outside groups of interested “partners” may wish to influence a project and begin attempts to modify a building or campus. Due to economic conditions beyond local control, schools may have a need to engage outside “partners” regarding the financing of a facility modification. “Partners” are appreciated and valued for the support shown toward education. The Facilities Division has developed a process to manage such requests, so that they may be processed through an online form.

### **Funding**

All projects approved through this process must have all funding available prior to the project commencement. The “partners” may begin moving forward with the fundraising ONLY if the proposed project is approved. The full cost of design and construction services, as well as the maintenance of the project must be procured by the donor. There will be no commitment by the District to maintain the completed project. An established cost for regular maintenance for the completed project may be held in an escrow account for the site. A contractual agreement stating the long term maintenance responsibility of the District must be approved by the School Board’s Attorney and an official of the “partner(s)” supporting the project, prior to submission to the School Board for approval.

### **Design and Construction Services**

The School District’s Facilities Division accepts no responsibility for the design and construction of the project. Only licensed professionals approved by the Facilities Division will be permitted to oversee the planning, design, and construction of the project after the Executive Cabinet has granted approval to move forward with the project. All Building Code Compliance must be met and compliance with zoning ordinances must be observed. The school/site administrator that has engaged with an External Donor must understand the importance of following this process and the law; the Florida Building Code.

### **Project Kick-Off Meeting**

Before design begins, the school/site administrator must coordinate a meeting with the External Donor, design professional, licensed contractor, and the School District Facilities Services and Building Departments.

### **External Donor Requirements**

The External Donor will be required to:

1. Provide signed and sealed design documents that have been developed by a licensed professional.
2. Provide a copy of the design professional and construction contractor's license, which will be verified by the School District's Facilities Division.
3. Construction Services may only be performed by a licensed contractor that has applied for and received a Building Permit from the School District's Building Department.
4. Understand that the Work may commence **ONLY** when the licensed contractor has furnished a copy of the Building Permit to the assigned Facilities Division project representative.

### **Preconstruction Meeting**

Before construction begins, the school/site administrator must coordinate a meeting with the External Donor, licensed contractor, and the School District Facilities Services Project Manager.

### **Site modifications that become a standard.**

When a project is funded by an external source and subsequently the modification becomes a standard for schools, no money will be refunded to schools or partners who funded the modification prior to such changes. There will be no sustained commitment of the District over time. When a project is funded by an external source and later becomes a standard for the schools, no extra money will be given to the schools that funded the project on their own.

### **Project Request Submission**

The Project Request Funded by External Partners Process provides the Requester with a method for completing the initial step when requesting a project to be considered for completion. Facilities Services staff will be available to assist with questions and/or concerns about the scope of work. When processing a project request, a detailed scope of work and justification for the project, as well as the funding source and availability of funds are required. The site administrator involved with the project request must have an initial discussion with the appropriate Assistant Superintendent before submitting the Project Request.

### **Review Process**

1. The Project Requester Submits the Project Request via the Facilities Web Page.
2. Facilities Services will review and then forward the request to the appropriate Assistant Superintendent and copy the Requester, Director of Design and Construction and the Chief Facilities Officer (CFO).
3. The Assistant Superintendent responsible for the school/site will:
  - a. review the request with the Requester to understand the nature of the request and to determine if the request can be supported and is well-justified.
  - b. bring the request forward to Executive Cabinet if the Assistant Superintendent believes that the request is can be justified **OR** return the request to the Requester due to lack of justification.

- c. If the request is deemed justified by Executive Cabinet, the Assistant Superintendent will sign and date the Project Request and route the request to Facilities Services.
4. Facilities Services will schedule a time to meet with the Requester to fully understand the Scope of Work and justification.
5. When the Scope of Work and justification are deemed complete, the Project Request will be forwarded to the appropriate Assistant Superintendent for signature.
6. Should it be determined that the project can be approved and assigned to Facilities for processing, Executive Cabinet and the Requester will be notified. Facilities Services will prepare an Agenda Item/Executive Summary for presentation to the School Board. After School Board approval of the project, Facilities Staff will assemble all documentation necessary to complete the contractual agreement between all parties for School Board approval.
7. The CFO will provide periodic reporting to Executive Cabinet regarding the status of all Project Requests as they progress through the process.

### **Accessing the Project Request Form**

To submit a request, the Requester must visit the School District website and navigate to the Facilities Division webpage. Located in the Menu on the left side will be a link titled “**Project Requests Funded by External Partners**”.

### **Project Request Contacts**

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