



# INSTRUCTIONS AND PROCEDURES FOR SCHOOL INITIATED PROJECTS

**Step 1:** Contact Building Official to discuss the project scope and make a determination of requirements for project management, architectural design services, engineering, and contractors. The school initiated project agreement and required approvals will be discussed. The agreement is then submitted on the BPS Permitting web site <http://permitting.brevard.k12.fl.us/> under the School Initiated Projects tab. Project initiator may then select Option 1 or Option 2 for project delivery.

Gary Geiser, Building Official contact information:

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**Option 1:** A fully funded project turned over to the Director of Planning & Project Management for execution and project delivery. Project management will assist with requirements of both approval of the agreement and permitting.

**Option 2:** If the school chooses to execute a project on its own, subject to approval by the building official, the requestor and the school are responsible for the following:

- Supporting documents, preliminary plans, and relevant attachments.
- Evidence sufficient to prove project is fully funded prior to issuance of a permit.
- Where cost exceeds \$3,000.00, BPS Purchasing Department will require 3 quotes, unless project funded and procured by boosters. When materials and/or labor costs exceed \$25,000.00, formal, sealed bids must be issued by the BPS Purchasing or a School Board approved contract must be utilized. Please contact the appropriate Buyer in Purchasing for assistance in determining the most cost effective and efficient method for the selection of a vendor.
- Procuring the services of an architect and/or engineer.
- Procuring the services of a licensed contractor who must sign hold harmless agreement and provide current proof of insurance listing School Board of Brevard County as additionally insured under liability coverage and as a certificate holder.
- Compliance with applicable Board policies and procedures as related to purchasing contracts for design and construction.
- Volunteers such as PTA, PTO, boosters, or others shall not perform construction activities on the project unless covered under a selected contractor's insurance.
- Playground projects must submit the Pre-Approval Request Form for Playground Procurements that is found on <http://permitting.brevard.k12.fl.us/> under the School Initiated Projects tab.

**Permits:** Once the school initiated project agreement is approved, the licensed contractor must apply for and be issued a permit prior to starting work. Permit applications found on the BPS Permitting web site <http://permitting.brevard.k12.fl.us/> under the Permits tab. Office will provide plan review and inspection services.