

**POLICY 1.093**

**5-A** I recommend the Board approve the proposed new Policy 1.093, to be entitled "Construction Oversight and Review Committee."

[Contact: William Malone, 434-8510.]

◆ Development

- This proposed Policy is based on the existing CORC Charter (rev. 1999).
- The CORC discussed and approved the proposed Policy on May 9, 2002.

CONSENT ITEM

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**PROPOSED NEW POLICY 1.093**

**CONSTRUCTION OVERSIGHT AND REVIEW COMMITTEE**

**1. Advisory Authority**

- a. The Construction Oversight and Review Committee (CORC) exists consistent with Board Policy 1.09, "Advisory Committees to the Board," to assist the Board by oversight and review of, and making recommendations concerning, the work of Facilities Management to build quality schools on time and within budget. This committee is advisory to the Board and will issue reports to the Board that may include dissenting viewpoints. The Board makes all final decisions.
- b. The CORC will reasonably be given support by the School Board to discharge its responsibilities, consistent with Board Policy 1.09.
- c. Consistent with with Policy 1.09(1)(f), the charter as set forth herein shall remain in effect until repealed or amended by the Board following appropriate procedures.
- d. The School Board may modify or terminate the CORC charter as set forth in this Policy, upon recommendation of the Superintendent for stated cause. This Policy shall be evaluated on an annual basis for possible revisions.

**2. Responsibilities and Mission**

- a. Primary responsibility for the District's facilities management is vested in the senior operating management as overseen by the School Board.
- b. The CORC will provide oversight and assistance and will report its advice in a high level executive summary to the School Board in key areas as they relate to facilities management including:
- i. **Administration and Management**
- A. Organizational structure of the facilities program
  - B. Goal setting
  - C. Staffing levels/expertise
  - D. Policies and internal procedures
  - E. Project programming, scheduling & information systems
  - F. Standard reporting to CORC & the Board
  - G. Compliance with applicable laws, codes, and requirements

43 ii. Application of the Planning Process

- 44 A. Site selection and evaluation  
45 B. Input from users/interested parties  
46 C. Translation of educational specifications to acceptable written building  
47 programs  
48 D. Life cycle costs  
49 E. Five year capital plan

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51 iii. Design Process

- 52 A. Quality assurance for plans and specifications  
53 B. Technical review process including standardization

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55 iv. Contract Services

- 56 A. Performance evaluations  
57 B. Selection process for architects, engineers, and contractors  
58 C. Contract and specification language

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60 v. Construction Administration

- 61 A. Construction monitoring/inspection process  
62 B. Quality assurance  
63 C. Project turnover process  
64 D. Post-occupancy facility evaluation

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66 vi. Project Control Services

- 67 A. Project budget/cost monitoring system  
68 B. Change order tracking system  
69 C. Schedule impact on project cost  
70 D. Best-in-class cost benchmarks

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72 3. Membership Requirements and Procedures

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74 a. The CORC membership shall consist of:

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76 i. fourteen (14) voting members (appointed by the School Board, two  
77 appointees per Board member), who are residents of Palm Beach County,  
78 serve in a voluntary capacity, and not employed by the School District;; and  
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80 ii. four (4) non-voting, ex-officio members to include two (2) School Board  
81 Members, the Superintendent (or designee); and the Board's Chief Counsel  
82 (or designee) (solely to provide legal advice).  
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- 84 b. The terms of the 14 voting members shall be consistent with the terms of their  
85 respective appointing Board Members, up to a maximum of eight continuous  
86 years per CORC term, unless the nominating School Board member exercises  
87 his/her discretion to remove the Committee member. The appointment  
88 mechanism shall be consistent with Board Policies and protocol.  
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- 90 c. The terms of ex-officio members shall be consistent with their term of service in  
91 the position which qualified them to serve ex-officio on the CORC.  
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- 93 d. When submitting names of potential appointees to serve on CORC, School  
94 Board members are encouraged to take into consideration representation from  
95 the diverse makeup of the District.  
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- 97 e. The structure of CORC's voting membership shall consist of persons who  
98 preferably have engaged in (or retired from) commercial or school construction  
99 and have (or had) the following credentials:  
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- 101 i. One (1) Florida Registered Architect
  - 102 ii. One (1) Florida Registered Engineer
  - 103 iii. One (1) Florida Certified General or Building Contractor
  - 104 iv. One (1) Land or Community Planner
  - 105 v. One (1) Florida licensed Real Estate Broker or Construction Manager
  - 106 vi. One (1) Attorney (construction law specialist)
  - 107 vii. One (1) Management Information Systems Professional or Construction  
108 Project Manager
  - 109 viii. One (1) Cost Accountant or construction accounting specialist
  - 110 ix. One (1) Construction Industry Trades person
  - 111 x. One (1) M/WBE Representative
  - 112 xi. Four (4) Community Representatives at large  
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- 114 f. Members, except ex-officio, may be removed should they miss three (3)  
115 consecutive meetings or more than 25% of the meetings during the previous 12  
116 months, unless, by request of the member, the Chair shall grant compassionate  
117 leave owing to personal, business, or familial reasons. A quorum shall consist of  
118 40% of the existing voting members.  
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- 120 g. CORC voting members existing on the date this Policy is adopted in 2002 shall  
121 remain as members until reappointed or replaced following the effective date of  
122 the 2002 School Board elections, when each Board member will make  
123 appointments.  
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125 h. The CORC shall elect a Chair and a Vice Chair from among the fourteen voting  
126 members.

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128 **4. Sunshine and Ethics Guidelines**

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130 a. All meetings shall be conducted under uniform rules of parliamentary procedures  
131 such as *Robert's Rules of Order Newly Revised*. All committee and  
132 subcommittee meetings are governed by the open-meetings provisions of §  
133 286.011, Fla. Stat., the Sunshine Law. All documents maintained by persons in  
134 their capacity as CORC members are subject o public disclosure as required by  
135 Chapter 119, Fla. Stat.

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137 b. Committee members and/or their company(ies) in which they may have a direct  
138 financial interest, shall not do business with the School Board during the  
139 members' term, in accordance with § 112.313, Fla. Stat., and pertinent Opinions  
140 of the Florida Commission on Ethics.

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143 **STATUTORY AUTHORITY: §§ 230.22(2); 230.23(22); 230.23005(2), (4), Fla. Stat.**

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145 **LAWS IMPLEMENTED: §§ 230.22(1); 230.23(9); 230.23005(4), (10); 286.011; 112.313,**  
146 **Fla. Stat.**

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148 **HISTORY: / /02** [ *New as a Policy, but based on existing Board-approved charter dated*  
149 *February 18, 1999* ]

Legal Signoff:

The Legal Department has reviewed proposed Policy 1.093 and finds it legally sufficient for development by the Board.

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Attorney

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Date