

**POLICY 1.093**

**5-A** I recommend the Board approve the proposed new Policy 1.093, to be entitled "Construction Oversight and Review Committee," with amendments based on the Board's initial development discussion on June 17.

[Contact: William Malone, 434-8510.]

◆ **Further Development**

- This proposed Policy is based on the existing CORC Charter (rev. 1999). The CORC Chair worked with the Office of Chief Counsel to prepare the preliminary text.
- The CORC discussed and approved the proposed Policy at its meeting on May 9, 2002.
- At the first reading for development on June 17, the School Board approved the proposed Policy, with amendments. The **bold italic print** herein is based on those amendments. See lines 12-14; 29-33; 76; and 135.
- The Legal Department recommended bringing back the revised text to the Board for further development to verify suitable incorporation of the Board's requested amendments.
- Upon approved on July 8, this Policy will be scheduled for final reading and recommendation for Adoption on August 19.

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 reports should indicate whether a recommendation is unanimous or what ratio of the CORC membership supports a recommendation.*** 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- c. Consistent with with Policy 1.09(1)(f), the charter as set forth herein shall remain in effect until repealed or amended by the Board following appropriate procedures.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. ***The CORC will hold its regular meetings on a monthly basis. To facilitate preparation for the meeting, the agenda and backup materials should be available to CORC members a week in advance of each regular meeting. If a special meeting is called, the agenda and backup materials should be available upon calling and noticing the meeting, at least 48 hours in advance.***
- b. Primary responsibility for the District's facilities management is vested in the senior operating management as overseen by the School Board.
- c. 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:

42 i. Administration and Management

- 43 A. Organizational structure of the facilities program  
44 B. Goal setting  
45 C. Staffing levels/expertise  
46 D. Policies and internal procedures  
47 E. Project programming, scheduling & information systems  
48 F. Standard reporting to CORC & the Board  
49 G. Compliance with applicable laws, codes, and requirements

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51 ii. Application of the Planning Process

- 52 A. Site selection and evaluation  
53 B. Input from users/interested parties  
54 C. Translation of educational specifications to acceptable written building  
55 programs  
56 D. Life cycle costs  
57 E. Five year capital plan

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59 iii. Design Process

- 60 A. Quality assurance for plans and specifications  
61 B. Technical review process including standardization

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63 iv. Contract Services

- 64 A. Performance evaluations  
65 B. Selection process for architects, engineers, and contractors  
66 C. Contract and specification language

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68 v. Construction Administration

- 69 A. Construction monitoring/inspection process  
70 B. Quality assurance  
71 C. Project turnover process  
72 D. Post-occupancy facility evaluation

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74 vi. Project Control Services

- 75 A. Project budget/cost monitoring system  
76 **B. Change order review**  
77 C. Change order tracking system  
78 D. Schedule impact on project cost  
79 E. Best-in-class cost benchmarks

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81 3. Membership Requirements and Procedures

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83 a. The CORC membership shall consist of:

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

126 compassionate leave owing to personal, business, or familial reasons. A quorum  
127 shall consist of 40% of the existing voting members.

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129 g. CORC voting members existing on the date this Policy is adopted in 2002 shall  
130 remain as members until reappointed or replaced following the effective date of  
131 the 2002 School Board elections, when each Board member will make  
132 appointments.

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134 h. The CORC shall elect a Chair and a Vice Chair from among the fourteen voting  
135 members *by January, 2003, and annually thereafter as needed.*

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137 **4. Sunshine and Ethics Guidelines**

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139 a. All meetings shall be conducted under uniform rules of parliamentary procedures  
140 such as *Robert's Rules of Order Newly Revised*. All committee and  
141 subcommittee meetings are governed by the open-meetings provisions of §  
142 286.011, Fla. Stat., the Sunshine Law. All documents maintained by persons in  
143 their capacity as CORC members are subject o public disclosure as required by  
144 Chapter 119, Fla. Stat.

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

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

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

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157 **HISTORY: / /02** [ *New as a Policy, but based on existing Board-approved charter dated*  
158 *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