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**LAKE-SUMTER STATE COLLEGE  
BOARD RULE**

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TITLE: Construction, Remodeling and Renovation Projects

NUMBER: 7.04

AUTHORITY: Florida Statutes 287.055; 1001.65 (5)  
State Board of Education Rules:  
State Requirements for Educational Facilities (SREF)

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HISTORY: NEW - 6/19/96 AMENDED: 9/21/10  
REFERS TO ADMINISTRATIVE PROCEDURE NUMBERS 6-09 AND 7-05

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Professional architects, engineers, construction management firms and design-build firms shall be selected in accordance with Florida Statutes 2.87.055 (Consultant's Competitive Negotiations Act).

The President, or designee, shall establish procedures to ensure that construction, remodeling, and major renovation projects are implemented in a manner consistent with the educational program of the College and in full compliance with State Board of Education requirements [State Requirement for Educational Facilities (SREF)]. In this regard, the District Board shall:

- a. Be kept fully informed as to project status; and
- b. Take appropriate action on those matters required by statute or Board Rule, to include, but not necessarily be limited to, approval of the following:
  1. Facility master plans;
  2. Project priorities;
  3. Project budgets;
  4. Project final plans;
  5. Awarding of bids;
  6. Change orders;
  7. Project acceptance.

Bid documents shall specify the Minority and/or Women Business Enterprise (MBE-WBE) contractor and/or subcontractor participation required to meet District Board established goals in this regard. In addition, all such requirements shall be further emphasized at any pre-bid conferences, and the participants reminded that failure to meet the criteria, or the good faith effort specified, may result in disqualification of their bids.

Contracts shall provide for payments based on percentage of work completed and/or materials suitably stored on site. The amount of the payments and the required percentage of completed work and/or materials suitably stored on site shall be as determined by the President, or designee, on a contract by contract basis.

All contracts over the statutory bid limit as prescribed in Florida Statutes 235.26 (4) shall include a minimum 10% retainage requirement. On all other projects, retainage will be at the District Board's discretion. NOTE: The President may, at his discretion, authorize a payment of partial retainage not to exceed 50% of the total retainage. The District Board shall be informed of such action at the next scheduled Board meeting. Final payment, including retainage, shall not be made until:

- a.** The project has been completed and accepted by the Board; and
- b.** Any necessary inspections on behalf of the Department of Education has been completed and a Facilities Occupancy Certificate, if required, has been issued by the Office of Educational Facilities; or
- c.** If no State inspection is required, both the project architect and Uniform Building Code Inspector (UBCI) have certified that the project has been completed and constructed in accordance with the final documents approved by the Board and a Certificate of Facility Occupancy has been issued; and
- d.** The contractor has furnished all necessary interim and final documents attesting to the fact that all subcontractors and suppliers have been paid in full.

REVISED: 11/16/2022