

CF OPERATING PROCEDURE  
NO. 70-4

STATE OF FLORIDA  
DEPARTMENT OF  
CHILDREN AND FAMILIES  
TALLAHASSEE, June 1, 2009

Facilities Acquisition and Management

FIXED CAPITAL OUTLAY PROJECTS MANAGEMENT AND COORDINATION

1. Purpose. This operating procedure establishes procedures and assigns responsibilities for the management and coordination of Fixed Capital Outlay (FCO) projects.
2. Scope. This operating procedure applies to all Department organizational components with responsibilities for the management and coordination of Department FCO projects.
3. Definitions.
  - a. Department Projects. The General Appropriations Act identifies FCO projects for the Department of Children and Families as well as the Agency for Persons with Disabilities. The Department has the authority and responsibility to contract with design firms or contractors, perform inspections and accept projects for the state of Florida.
  - b. Delegated Projects. Projects which are accomplished under direct management of an institution or circuit/region using its own personnel and equipment, including contractual services.
  - c. Purchase Order Contract (POC). Work of a singular or specialized scope, including labor or materials but not of sufficient scope for a formal construction contract.
  - d. Project Director/Manager. Contracting agency architect or engineer responsible for the management of an FCO project.
4. Responsibilities – Department Projects.
  - a. Circuit Administrator, Assistant Secretary for Administration or Designee.
    - (1) Submit preliminary programs for all projects in five-year plan and especially for projects to be included in the upcoming budget request.
    - (2) Prepare and prioritize the biennial circuit/region FCO budget request according to Executive Office of the Governor (EOG) instructions.
    - (3) Participate as appropriate in EOG and legislative review of institution/circuit/region FCO requirements.
    - (4) Prepare the program narrative for each approved project and submit to the assistant staff director, design and construction (ASGDC) for coordination with the necessary review and approval levels (refer to CFP 70-1, Preparing Facility Programs.) In consultation with ASGDC, propose project schedule, including milestone dates, such as program completion, design completion, construction start and project completion. (Solicit input from the appropriate program office for schedule information.)

---

This operating procedure supersedes CFOP 70-4 dated July 20, 1998.

OPR: ASGDC

DISTRIBUTION: X: OSES; OSLs; ASGO; Regional Directors; Region General Services Managers; Region/Circuit Mental Health Treatment Facilities.

(5) Solicit input from the appropriate program office for site selection criteria. Evaluate alternate sites according to site selection criteria. The final site location will be selected by the circuit administrator unless there is disagreement with established site selection criteria, in which case all the assistant secretaries will make a decision. If there is disagreement at this level, the matter will be referred to the Secretary for a decision.

(6) Participate as requested by ASGDC in selection of architectural/engineering (A/E) firms.

(7) Review plans and specifications developed by A/E firms; solicit institutional input and review as appropriate. Transmit all comments to the Department project director at each stage of submission.

(8) Provide a representative at bid openings, pre-construction meetings, periodic construction meetings, periodic inspections, and contractor's request for payment meetings.

(9) Have the responsibility for coordinating site activity at institution/circuit/region FCO projects in the construction phase, which includes monitoring on-site progress, meeting with A/E or contractor to report apparent noncompliance with approved work scope and ensuring that design changes, change orders, and changes in work scope are coordinated with the assistant staff director (ASGDC) or Department project director and the appropriate program office, when applicable.

(10) Monitor the financial status of all funded FCO projects in the institution/circuit/region through a review of accounting records maintained by the office of financial management, cash receipts and special payments (ASFM).

(11) Participate in substantial completion and final acceptance inspections of projects.

(12) Initiate insurance and property records, coordinate move in, and obtain and file as-built drawings, warranties and guarantees.

b. Program Office Director or Designee.

(1) Review FCO budget requests within the respective program area, recommend priority ranking and provide comments to the budget office (ASB) and the Secretary.

(2) Participate in the EOG and legislative review of Department FCO Legislative Budget Request for respective programs.

(3) Review all appropriate projects and recommend approval or non-approval of program narrative.

(4) Provide site selection criteria to the circuit administrator. Review final site location to ascertain compliance with selection criteria. If disagreement exists, provide input and recommendations to the deputy secretary. If disagreement exists at this level, the matter will be referred to the Secretary for a decision.

(5) In respective program area, participate in periodic reviews of plans and specifications. Assist in establishing standards, furnishings, and equipment for program specific construction.

(6) Participate in substantial completion and final acceptance inspections of projects.

c. Assistant Staff Director, Design and Construction (ASGDC) or Designee.

(1) Serve as the primary contact with ASB, EOG, Department of Environmental Protection's division of state lands (DSL), and the circuit/regions in all aspects of Department FCO projects.

(2) Review circuit/region and administration FCO budget request and compile the recommended Department FCO Legislative Budget Request in consultation with the regions/circuits and program offices. Office of budget services (ASB) will analyze the recommended FCO Legislature Budget Request to ensure that operating resources are being requested to coincide with those FCO projects that change the method and scope of operating requirements.

(3) Participate in the EOG and legislative reviews of the Department's FCO Legislative Budget Request. Obtain circuit/region and institution input to the maximum extent possible in responding to EOG and legislative concerns.

(4) Coordinate the review and approval of facility program for each project (refer to CFP 70-1, Preparing Facility Programs) and submit to the appropriate agency(s) for approval. Provide technical assistance to the institutions/circuits/regions in programming, site visits, consultants and similar support.

(5) Provide input to respective circuit/region and administration site selection criteria. Provide technical evaluation of alternative sites. If disagreement exists with circuit/region or institution administrator's recommendation and selection criteria, provide input and recommendation to the deputy secretary for a decision. If disagreement exists at this level, the matter will be referred to the Secretary for a decision.

(6) For single and multiple-project appropriations, coordinate the release of funds allocated by EOG for each project. Notify respective institution/circuit/region of this release.

(7) Participate in A/E selection. Involve the circuit administrator and/or institution administrator to the maximum extent possible.

(8) Coordinate A/E selection and negotiation with circuit administrator or designee. Prepare contracts for review and approval by appropriate Department officials.

(9) Coordinate the scheduling of periodic design reviews and provide technical evaluations of the design concepts and specifications.

(10) Ensure that plans and specifications have been reviewed for code to comply with Section 553.80, Florida Statutes, for institutions.

(11) Coordinate all plans and specifications for medical licensed facilities with the Agency for Health Care Administration (AHCA) for comments and approval.

(12) Coordinate the scheduling of bid openings for construction contracts and arrange for institution/circuit/region and program office participation.

(13) Attend bid openings, preconstruction meetings, periodic construction meetings and inspections as appropriate.

(14) Recommend the award of construction contracts to the lowest responsive qualified bidder.

(15) Review for appropriateness and process for payment all A/E and contract pay requests forwarded by institution/circuit/region. Monitor accounting records maintained by the institution/circuit/region and ASFM.

(16) Process all A/E and contractor pay requests against EOG released allocations. Schedule, voucher and pay all invoices. Maintain appropriate accounting records.

(17) Monitor construction activities to ensure compliance with contractual obligations and project specifications. Coordinate the approval of change orders.

(18) Monitor financial status of all FCO projects through a review of accounting records maintained by ASFM.

(19) Coordinate final inspection completion certificates and acceptance of facilities with the appropriate institution/circuit/region and program office.

(20) Serve as the central focal point for the collection and dissemination of FCO information. NOTE: The circuit administrator, institution administrator or assistant secretary for administration is the primary contact for all developments and changes in FCO project status or problems.

##### 5. Responsibilities – Delegated Projects.

a. Circuit Administrator, Assistant Secretary for Administration or Designee. After site selection has been finalized and a determination made by the Department's circuit/region administration to use delegation procedures:

(1) Participate in determining how A/E services will be provided in consultation with ASGDC.

(2) Participate in periodic design review conferences or review plans and transmit comments to ASGDC at each stage of submission.

(3) Have lead responsibility in ensuring that the project is completed according to plans and specifications.

(4) Select field project managers.

(5) Participate in preparing Schedule of Values (SOV).

(6) Meet with ASGDC and field projects manager at preconstruction meeting to discuss construction implementation, requirements to employ non-department labor to accomplish the project, and set construction purchasing schedules.

(7) Purchase materials in accordance with SOV.

(8) Hire non-department labor and process appointment papers and periodic payment requests as required.

(9) Prepare monthly activity reports indicating progress, problem areas, percent complete, and funds encumbered and expended. Send copies to ASGDC.

(10) Conduct on-site final completion inspection. ASGDC representative must be present for the on-site final completion inspection.

(11) Prepare final reports in accordance with established requirements.

(12) Maintain accounting records and financial control over projects and voucher all payments. Maintain liaison with ASFM.

b. Program Office Director or Designee. After priorities have been established, site selection finalized and the determination made to use delegation procedures, the following responsibilities are assigned:

(1) Participate in periodic design reviews.

(2) Monitor construction progress on a periodic basis.

(3) Participate in substantial and final completion inspections as appropriate.

c. Assistant Staff Director, Design and Construction (ASGDC) or Designee. After priorities have been established, site selection finalized and the determination made to use delegation procedures, the following responsibilities are assigned:

(1) Determine how A/E services are to be provided in consultation with institution administrator and circuit administrator.

(2) Coordinate preparation of SOV.

(3) Submit SOV to ASGDC for approval and release of funds. After approval is received, authority is delegated to the institution/circuit/region for implementation.

(4) Attend preconstruction meeting with institution/circuit/region designee and field projects manager to initiate construction implementation.

(5) Review activity reports submitted by institution/circuit/region and monitor accounting records maintained by institution/circuit/region.

(6) Monitor and make periodic inspections of projects to assure projects are meeting completion schedule.

(7) Coordinate with institution/circuit/region designee, field projects manager and program office designee to review final reports in accordance with established close-out procedures.

## 6. Responsibilities – POC.

### a. Circuit Administrator, Assistant Secretary for Administration or Designee.

(1) Determine, after consultation with ASGDC, need to use purchase order contract method to implement project.

(2) Provide drawings and specifications, as required, based upon technical assistance of ASGDC.

(3) Participate in periodic A/E design reviews and transmit comments to ASGDC immediately after each review.

(4) Receive bids and award purchase order contract subsequent to notification that ASGDC has granted purchase order authority and EOG has released funds.

(5) Encumber funds from the purchase order documents and forward a copy of each purchase order to the ASGDC.

(6) Coordinate final completion inspection with program office and ASGDC. Certify purchase order contract to be completed and ASGDC must participate in final completion inspection.

(7) Assume responsibility to assure that project is completed according to purchase order specifications.

(8) Maintain accounting records and process vouchers against institution/circuit/region FCO budget allocation and prepare reports as required by ASGDC and EOG. Maintain liaison with ASFM.

b. Program Assistant Secretaries or Designees. Responsibilities will be the same as outlined in paragraph 5b of this operating procedure.

c. Assistant Staff Director, Design and Construction, (ASGDC) or Designee.

(1) Recommend to institution administrator/circuit administrator the need to use purchase order contract method to implement project.

(2) Provide technical assistance to institution/circuit/region in preparing POC drawings and specifications.

(3) Take the following action if A/E services are required:

(a) Submit request to ASGDC to obtain A/E services.

(b) Evaluate proposals from A/E with ASGDC.

(c) Provide technical evaluation of the A/E's work.

(d) Instruct the A/E to incorporate the results of the evaluation and comments submitted by the institution/circuit/region and program office into the final plans and specifications.

(4) Request purchase order authority from ASGDC and release of funds from EOG. After approval is received, authority is delegated to circuit/region for purchasing.

(5) Review purchase orders issued by institution/circuit/region, monitor accounting records maintained by institution/circuit/region and process invoices to ASFM to voucher for payment.

(6) Participate in final completion inspection.

BY DIRECTION OF THE SECRETARY:

*(Signed original copy on file)*

ELWOOD McELHANEY  
Acting Assistant Secretary for  
Administration

SUMMARY OF REVISED, ADDED, OR DELETED MATERIAL

This operating procedure has been updated to reflect the Department's current organizational structure, and to conform to the plain language initiative.