



Pasco County Schools

Providing a world-class education for all students.

Dr. John Legg, Superintendent of Schools

2026

Architect | Engineer Guidelines

Issued 01/06/2026



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Architect/Engineer Fee Proposal Format

Fee proposals should be formatted in the following content order:

Client Information:

Project Name:

Project Location:

Project Description:

Project Program:

Architect/Engineers (A/E)	Basic Services of the Architect/Engineers shall include at a minimum the following:
Program Verification	The Architect shall establish and/or confirm the Owner's Project Program.
Schematic Design	<ul style="list-style-type: none"> The Architect shall develop/present a maximum of (3) proposed design solutions. Schematic Designs shall include architectural site plan, floor plans, and building elevations.
Design Development/ Contract Documents (Drawings/Specifications)	<ul style="list-style-type: none"> The A/E shall develop the approved Schematic Design for new construction for all basic Civil, Architectural, Structural, Mechanical, Plumbing, Fire Protection, Electrical Power Distribution, Lighting, Communications, and Fire Alarm Design. Construction Documents shall be prepared to a "Green Design Standard" per the Florida Building Code.
Bidding & Negotiations	<ul style="list-style-type: none"> Architect shall assist and coordinate information during the Bidding process to respond to questions and submit Addenda as required to obtain GMP (Guaranteed Maximum Price).
Construction Administration	<ul style="list-style-type: none"> Architect shall attend scheduled Owner/Architect/Construction Manager Meetings to review and discuss the progress of the construction, review and approve Pay Applications, prepare and submit ASI's (Architectural Supplemental Instructions), PR's (Proposal Requests), OCCAA's (Owner Construction Contingency/Allowance Use Authorizations), <u>provide Field Observation Reports for each site visit with photos and a separate Monthly Project Status Report (with photos) to the Director of Construction Services</u>, provide review and respond to all submitted meeting minutes, shop drawing submittals, and RFI's (Request for Information). Consultants shall attend a minimum of (2) Construction Meetings per Month when work is being performed for their discipline and are required to provide corresponding Field Observation Reports after the Site Visit.
Project Closeout	<ul style="list-style-type: none"> Architect shall prepare the Certificate of Substantial Completion. The complete punch list for all disciplines must be attached to the Certificate of Substantial Completion. The punch list shall include the dollar value of the work yet to be completed. The Certificate of Substantial Completion should indicate the expected date of Final Completion which shall be no greater than forty-five (45) days from the date of Substantial Completion.
Other Basic Services	<ul style="list-style-type: none"> Architect shall organize, schedule, and attend meetings that are necessary through all phases of design. Architect shall record and distribute Meeting Minutes for all meetings. Architect shall provide required DOE forms, Life Cycle Cost Analysis, and Energy Efficiency Analysis during each phase of review, permit documents, and project closeout. Architect shall prepare interior/exterior Material Color Board for Owner Approval/Construction Manager Use within 60 days of GMP. Architect shall attend DSBPC Board Meeting(s) at the request of the Owner to provide design information or report on issues related to the project. Architect shall obtain Geotechnical Services for the project on behalf of the Owner. The Owner will NO longer coordinate this service directly.

PCS Guidelines	<ul style="list-style-type: none"> • See PCS Architect /Engineer Deliverable Guidelines for specific project deliverables. • See PCS Design & Specification Guidelines for District Standards.
Civil Engineering	Basic Services of the Civil Engineer shall include the following:
	<ul style="list-style-type: none"> • Review Project Geotechnical and Survey Information. Coordinate as required.
	<ul style="list-style-type: none"> • Prepare Contract Documents (Drawings and Specifications) and Permit Submittals in accordance with local municipal, County, State, and Federal governing agency requirements.
	<ul style="list-style-type: none"> • Attend Pre-Application Meetings and Coordinate with Regulatory Agencies (SWFWMD, ACOE, DEP, NPDES, DRC, BOCC, Municipality Permitting, Right of Way, Utilities, etc.) as required to process and obtain permits in a timely manner.
	<ul style="list-style-type: none"> • Provide Construction/Contract Administration (RFI's, Submittal/Shop Drawing/Test Report Review, Regular Construction Observation and Inspections, Change Order Review, Normal and Customary attendance at Project Meetings).
	<ul style="list-style-type: none"> • Provide coordination with Utility Service Providers.
	<ul style="list-style-type: none"> • Provide coordination of Map Control.
	<ul style="list-style-type: none"> • Provide Cut and Fill Calculations.
	<ul style="list-style-type: none"> • Provide Engineer's Estimate of Cost.

Add Service Allowances: See Add Service Allowances under Fee Breakdown Format attached

Reimbursables:

Exclusions (Work Not Included):

Owner Provided Items:

Deliverables: See Architect/Engineer Deliverables Guideline attached

Project Schedule:

Architect Point of Contact Information:

Consulting Engineers Point of Contact Information:

Civil
 Structural
 Mechanical
 Plumbing
 Electrical
 Fire Protection
 Other

Architect/Engineer Fee Breakdown Format

Basic Services Fee Breakdown (Architectural, Civil, Structural, MEP, and Fire Protection):

Program/Project Verification	05% of total fee
Schematic Design	15% of total fee
Design Development	20% of total fee
Construction Documents	25% of total fee
Bidding & Negotiations	05% of total fee
Construction Administration	25% of total fee
Close Out	05% of total fee

Add Service Allowances Fee Breakdown (include from list below as applicable):

Additional Service Allowance (shall be carried for all projects at 5.00% of Basic Services Fee):

- Feasibility Studies, Programming, and/or Master planning
- LEED/Green Globes Certification
- Phase I Environmental Site Assessment
- Site Studies and Special Design Services (watershed drainage modeling, wetland delineation and survey, wetland impact assessment, wetland mitigation, sanitary lift station design)
- Gopher Tortoise Survey, Permitting, and Removal
- Geotechnical Investigations and Reports
- Site Surveying Services (Topo and Boundary)
- Utility Identification, Location, and Coordination (Electricity, Water, Sanitary, Gas, Telecommunications, Fire, etc.)
- Traffic Analysis, Studies, and Counts
- Aerial/GIS Research
- Off-site Design Not Identified at Time of A/E Agreement
- US Army Corp of Engineers
- Landscape Design
- Food Service Design
- Owner Initiated Scope Increase Requiring Additional Design
- Scope Sanitary and Storm lines (existing buildings)
- Preliminary T&B Analysis (existing buildings)
- Health Department Review and Permitting (**required for all New Construction projects & Concessions Stands**)
- Furniture Selection & Coordination Services
- Threshold Inspections (when applicable)

Note:

Each Add Service Allowance REQUIRES BACKUP with a fee breakdown for review and approval. A 10% markup is permitted by the A/E when the service is from another Consultant. All Add Service Allowances are NOT TO EXCEED. Exception: Items known to have a predetermined fixed fee (i.e. permit application fees, LEED certification fees, etc.) and are not permitted to have markup. If backup is NOT provided with the Architect's Fee Proposal ... Backup must be provided with each Invoice where an Additional Service line item is invoiced or payment will be withheld.

Reimbursable Expenses

The following shall be permitted with backup invoices: Express and messenger charges, postage, reproduction costs applicable to the project, such as blueprinting, photocopying, photographs, printing, binding, etc. **Mileage and meals are NOT permitted reimbursable expenses.**

Supplemental Services | Responsibility

Please include a completed Supplemental Services Responsibility Table in your Fee Proposal (See Appendix for Table Format).

Architect/Engineer Invoice Format

TO: District School Board of Pasco County Construction Services and Code Compliance 11839 Treebreeze Drive New Port Richey, FL 34654 Attn: (Insert Project Coordinator Name) cc: Amber Tucker	FROM: (Insert Architect/Engineer Firm Name) (Insert Project Name) Contract No.: XXXXXXX PO No.: XXXXXXX
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Phase of Service	Phase %	Phase Fee	PC Approved Adjustments	Revised Phase Fee	% Due	Amt Due to Date	Previously Billed	Unpaid Invoices	Due This Invoice
Basic Services									
Program/Project Verification	5%	\$15,000.00		\$15,000.00	0.00%	\$0.00			\$0.00
Schematic Design	15%	\$15,000.00		\$15,000.00	0.00%	\$0.00			\$0.00
Design Development	20%	\$20,000.00		\$20,000.00	0.00%	\$0.00			\$0.00
Construction Documents	25%	\$30,000.00		\$30,000.00	0.00%	\$0.00			\$0.00
Bidding/Negotiation	5%	\$5,000.00		\$5,000.00	0.00%	\$0.00			\$0.00
Construction Administration	25%	\$25,000.00		\$25,000.00	0.00%	\$0.00			\$0.00
Close Out	5%	\$5,000.00		\$5,000.00	0.00%	\$0.00			\$0.00
Totals	100%	\$100,000.00	\$0.00	\$100,000.00		\$0.00	\$0.00	\$0.00	\$0.00
Add Service Allowance									
Original Contract Amount \$40,250.00	-	\$36,400.00		\$36,400.00	0.00%	\$0.00			\$0.00
ASA01 - Coastal Misc Sitework	-	\$3,850.00		\$3,850.00	0.00%	\$0.00			\$0.00
ASA02-	-	\$0.00		\$0.00	0.00%	\$0.00			\$0.00
Insert Approved Add Service Allowance	-	\$0.00		\$0.00	0.00%	\$0.00			\$0.00
Insert Approved Add Service Allowance	-	\$0.00		\$0.00	0.00%	\$0.00			\$0.00
Insert Approved Add Service Allowance	-	\$0.00		\$0.00	0.00%	\$0.00			\$0.00
Insert Approved Add Service Allowance	-	\$0.00		\$0.00	0.00%	\$0.00			\$0.00
Insert Approved Add Service Allowance	-	\$0.00		\$0.00	0.00%	\$0.00			\$0.00
Insert Approved Add Service Allowance	-	\$0.00		\$0.00	0.00%	\$0.00			\$0.00
Insert Approved Add Service Allowance	-	\$0.00		\$0.00	0.00%	\$0.00			\$0.00
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Insert Approved Add Service Allowance	-	\$0.00		\$0.00	0.00%	\$0.00			\$0.00
Insert Approved Add Service Allowance	-	\$0.00		\$0.00	0.00%	\$0.00			\$0.00
Insert Approved Add Service Allowance	-	\$0.00		\$0.00	0.00%	\$0.00			\$0.00
Insert Approved Add Service Allowance	-	\$0.00		\$0.00	0.00%	\$0.00			\$0.00
Totals	-	\$40,250.00	\$0.00	\$40,250.00		\$0.00	\$0.00	\$0.00	\$0.00
TOTALS		\$140,250.00	\$0.00	\$140,250.00		\$0.00	\$0.00	\$0.00	\$0.00

Architect/Engineer Deliverables Guidelines

The purpose of these Guidelines are to outline the requirements of the project deliverables. The Guidelines do NOT modify the scope of work or contractual obligations of the Agreement between the Owner and Architect/Engineer (A/E) or the Agreement between the Owner and Construction Manager (CM).

Project Management

Communications

The A/E shall schedule all necessary design review, coordination, and scope related meetings to obtain necessary project information to maintain project progress and completion.

The A/E shall record the minutes of all scheduled meetings, conference calls, and presentations. Minutes shall be distributed within 7 days of meeting date.

Project Schedule

The A/E shall supply a project schedule and be responsible for updating the schedule at the commencement of each deliverable phase demonstrating compliance with the established project completion dates. Project Schedule shall denote Submittal Deliverable Dates to the Owner for each phase and include one-week minimum Owner Review period for Schematic Design and two weeks minimum for Design Development, Construction Documents, and Permit Review.

Email Correspondence

The Architect/Engineer shall format all email Subject Lines with the school initials followed by subject of email (i.e., **AES** = Anclote Elementary School, **BPMS** = Bayonet Point Middle School, River Ridge High School (RRHS). If you are not sure of the school initials, verify with your Project Coordinator.

Contract Documents

Provide contract documents as outlined within the Architect/Engineer Deliverables Guidelines for Schematic Design, Design Development, Construction Documents, and Final Construction Documents; also complying with [SREF 2017 - State Requirements for Educational Facilities](http://www.fldoe.org/edfacil/): <http://www.fldoe.org/edfacil/>.

The Architect/Engineer shall be required to complete all required SREF document forms including, but not limited to, the following:

OEF LCCA	Life Cycle Cost Analysis Form (<u>Required at Schematic Design phase</u>)
OEF 208a	Facility Space Chart/Net and Gross Square Footage Form (<u>Required at DD and CD phases</u>)
OEF 208	Letter of Transmittal (Required at Construction phase)
OEF 110a	Project Implementation Information Form (Required at CD phase for projects greater than \$300,000.00)
OEF 110b	Certificate of Occupancy Form (Required at Construction phase)
OEF 209	Certificate of Final Inspection Form (Required at Construction phase)

Schematic Design

Provide architectural documents that establish the conceptual design, demonstrating scale and relationship of the project components. The Schematic Design Deliverable shall include, but not be limited to the following:

Architectural

Program Verification

Confirm and/or establish building program can be accommodated (when applicable)

Site Plan

- Depict the entire site showing relationships of all site components.
- Graphically differentiate between new and existing construction and areas to be remodeled/renovated.
- Show existing and proposed parking areas with labeled space counts for each.
- Show existing and proposed walks and covered walkways.
- Show portable classroom locations (differentiate between existing portables, future portables, and those required by construction).
- Indicate proposed method of storm water management.
- Indicate proposed method of environmental management.

Floor Plans

1/8-inch scale floor plan(s) labeled with Room Name and Room Square Footage.

Elevations

To scale elevations.

Design Narratives

Provide design narratives for Civil, Architectural, Structural, and MEP&FP, & Telecom Systems outlining the proposed major building components and systems.

Project Schedule (See Project Management Requirements)

This package shall be submitted in hard copy and electronic email format per the following:

- (1) Project Program – Verified
- (2) printed sets of drawings (11x17 format minimum)
- (1) Adobe PDF file (documents shall be combined into a single bookmarked file)
- (1) OEF LCCA - Life Cycle Cost Analysis Form
- (1) OEF 208a – Phase I - Facility Space Chart/Net and Gross Square Footage Form

Design Development

Provide contract documents that further define and develop the approved schematic design and major building components and systems. Drawings MUST be setup using the PCS Drawing Index and Sheet Numbering/Naming Standard (See Appendix Documents). Drawing sheets shall be 24x36 unless otherwise approved by the Owner. The Design Development Deliverable shall include, but not be limited to the following:

Site Survey

Incorporate property boundary survey and topographical information (if required).

Geotechnical

Incorporate geotechnical recommendations (if required).

Civil

- Depict the entire site showing relationships of all site components.
- Graphically differentiate between new and existing construction and areas to be remodeled/renovated.
- Show existing and proposed parking areas with labeled space counts for each.
- Show existing and proposed walks and covered walkways.
- Show portable classroom locations (differentiate between existing portables and those required by construction).
- Show preliminary environmental controls.
- Show preliminary locations and depths of storm water retention area(s).
- Show preliminary utilities inclusive of points of connection (identify potential conflicts).
- Show grading and all permanent features to be constructed on site.
- Lateral and transverse sections through the site.

Architectural

Site Plan

- Elaboration of Site Plan requirement denoted under Schematic Design.
- Graphically depict the project phases and dependencies (if applicable).
- Show building overhangs.
- Show fencing existing and proposed.
- Show all building entries and associated permanent walkways and hardscape.
- Show all service related site components (receiving, loading, fire lane, dumpsters, recycling, etc.).

Floor Plans

- Provide overall floor plans.
- Provide Life Safety floor plans.
- 1/8-inch scale floor plan(s) labeled with Room Name, Room Number, and dimensions.
Submit to Project Coordinator for Planning Department Review (See Appendix Document denoted FISH Plans and Space Chart Submittal Requirements).
- Graphically differentiate between new and existing construction and areas to be remodeled/renovated. Provide detailed Phasing Plans as required.
- Label wall partitions, door and window tags, interior and exterior elevation tags, enlarged plan tags, etc.
- Show plumbing fixtures with confirmed fixture counts and toilet partition layouts.
- Show major furniture, equipment, and casework layouts.
- Show preliminary kitchen plan (if applicable). Setup Coordination Meeting with PCS Kitchen Consultant.
- Show preliminary roof plan(s).

Elevations

To scale elevations indicating primary building materials.

Interior Elevations

To scale interior elevations indicating primary materials and/or special features.

Building Sections

Show building sections.

Wall Sections

Show typical wall section.

Schedules

Preliminary Room Finish, Door, and Window Schedules.

Structural

- Preliminary foundation plans with footing schedule.
- Preliminary floor and/or roof framing plans with member sizes and columns.

Mechanical

- 1/8-inch scale floor plan(s) labeled with Room Name and Room Number.
- Graphically differentiate between new and existing construction and areas to be remodeled/renovated. Provide detailed Phasing Plans as required.
- Proposed Site Plan.
- Proposed HVAC ductwork layouts.
- Proposed major equipment layouts.
- Proposed HVAC equipment schedules.
- Proposed controls system.

Plumbing/Fire Protection

- 1/8-inch scale floor plan(s) labeled with Room Name and Room Number.
Graphically differentiate between new and existing construction and areas to be remodeled/renovated. Provide detailed Phasing Plans as required.
- Proposed Site Plan.
- Proposed water and sewer line routing (inclusive of elevations).
- Proposed horizontal and vertical services with locations and sizes.
- Proposed fixture layout and schedules.

Electrical/Systems

- 1/8-inch scale floor plan(s) labeled with Room Name and Room Number.
Graphically differentiate between new and existing construction and areas to be remodeled/renovated. Provide detailed Phasing Plans as required.
- Proposed Site Plan.
- Proposed electrical service entrance and transformer requirements.
- Proposed location of main switchboard, power panels, and/or equipment panels.
- Proposed location of all lights, power/data outlets, and switching.
- Proposed emergency electrical system.
- Proposed lightning protection.
- Proposed fire alarm system.
- Proposed wireless access points.
- Show preliminary MDF and IDF room layouts.

Specifications

Specifications with complete project Table of Contents and completed sections for major products, items, and systems for pricing purposes.

Project Schedule

Provide updated project schedule with established design completion date (See Project Management Requirements).

This package shall be submitted in hard copy and electronic format per the following:

- (1) Project Program – Verified
- (1) printed full size set of drawings
- (1) printed (18x24) set of drawings (verify with PC if desired)
- (1) printed full size set of drawings (Kitchen Only)
- (2) printed full size set of drawings (Mechanical Only)
- (1) printed full size set of drawings (Plumbing Only)
- (2) printed full size set of drawings (Electrical Only)
- (1) Digital Project manual only and shall specify the following:
 - Acceptable surety company shall be rated excellent (“A” or better) in accordance with section 4.1(1)(a)2, SREF manual.
 - The time to complete construction and the amount of liquidated damages in accordance with section 4.3(8)(c)5, SREF manual and section 1013.47, F.S.
- Adobe PDF Individual Sheet files labeled per the PCS Drawing Index and Sheet Numbering/Naming Standard (See Appendix Documents)
- Adobe PDF Combined Set by Volume labeled per the PCS Drawing Index and Sheet Numbering/Naming Standard (See Appendix Documents)
- Adobe PDF Combined Spec by Volume
- (1) OEF 208a – Phase II - Facility Space Chart/Net and Gross Square Footage Form
- (1) OEF 208 – Letter of Transmittal Form
- (1) OEF 110A – Project Implementation Information Form

Construction Documents

Provide contract documents of sufficient scope for bidding and construction. Drawings MUST be setup using the PCS Drawing Index and Sheet Numbering/Naming Standard (See Appendix Documents). Drawing sheets shall be 24x36 unless otherwise approved by the Owner. The Construction Documents Phase shall consist of a 50 and 90% submittal (verify with project PC when both are applicable). The documents shall include, but not be limited to the following:

Civil

- Completed permit drawings as submitted to SWFWMD.

Landscape

- Completed hardscape and plant material drawings (if part of A/E contract).
- Completed irrigation plan(s) (if part of A/E contract).

Architectural

Site Plan

- Completed Site Plan and all related Site Details showing full scope of Site Work (location and height of fencing, details for sidewalks, ramps, dumpster enclosure, gates, bollards, etc.).
- Coordinated area where temporary buildings and/or structures shall be located with associated utilities.
- Identify phasing (if applicable).

Floor Plans

- Completed Life Safety.
- Completed 1/8-inch scale floor plan(s) labeled with Room Name, Room Number, and dimensions.
- Completed detailed Phasing Plans (if applicable).
- Completed labeled wall partitions, door and window tags, interior and exterior elevation tags, enlarged plan tags, building section cuts, wall section cuts, detail cuts, etc.
- Completed major furniture, equipment, and casework layouts.
- Completed kitchen plan and equipment schedule(s) (if applicable).
- Completed roof plan(s) and details.
- Completed finish and floor pattern plans.

Elevations

Completed elevations indicating primary building materials and showing all coordinated MEP items (lights, speakers, security cameras, louvers, scuppers, etc.).

Interior Elevations

Completed interior elevations indicating primary materials and/or special features.

Building Sections

Completed building sections.

Wall Sections

Completed wall sections.

Schedules

Completed Room Finish, Door, Window, and Room Signage Schedules.

Structural

- Completed foundation plans with footing schedule.
- Completed floor and/or roof framing plans with member sizes and columns.
- Completed structural details.

Mechanical

- Completed 1/8-inch scale floor plan(s) labeled with Room Name and Room Number.
- Completed Phasing Plans (if applicable).
- Completed Site Plan.
- Completed HVAC ductwork and/or piping layouts.
- Completed equipment layouts.
- Completed HVAC equipment schedules.
- Completed controls system description.

Plumbing/Fire Protection

- Completed 1/8-inch scale floor plan(s) labeled with Room Name and Room Number.
- Completed Phasing Plans (if applicable).
- Completed Site Plan with Civil connections, future portable stub outs, etc.
- Completed water and sewer line routing (inclusive of elevations).
- Completed horizontal and vertical services with locations and sizes.
- Completed fixture layout and schedules.

Electrical/Systems

- Completed 1/8-inch scale floor plan(s) labeled with Room Name and Room Number.
- Completed Phasing Plans (if applicable).
- Completed Site Plan with electrical service entrance, transformer(s) site lighting, future portables stub outs, etc.
- Completed location of main switchboard, power panels, and/or equipment panels.
- Completed lighting, power/data, and switching plans.
- Completed emergency electrical system, lightning protection, and fire alarm systems.
- Completed MDF and IDF room layouts.

Specifications

Completed project Specifications (all disciplines).

Project Schedule

Provide updated project schedule with established design completion date (See Project Management Requirements).

This package shall be submitted in hard copy and electronic format per the following:

- (1) printed (18x24) set of drawings (verify with PC if desired)
- (1) printed full size set of drawings (Architectural, Dimension Plans, Interior Elevations, Room Finish Schedule, Electrical Power & Data Plans Only (Purchasing Set for Furniture Vendor)

Prove the following sets only if Project Coordinator confirms needed:

- (2) printed full size set of drawings (Mechanical Only)
- (1) printed full size set of drawings (Plumbing Only)
- (2) printed full size set of drawings (Electrical Only)
- (1) printed full size set of drawings (Kitchen Only)
- (1) Digital Project manual only and shall specify the following:
 - Acceptable surety company shall be rated excellent ("A" or better) in accordance with section 4.1(1)(a)2, SREF manual.
 - The time to complete construction and the amount of liquidated damages in accordance with section 4.3(8)(c)5, SREF manual and section 1013.47, F.S.
- Adobe PDF Individual Sheet files labeled per the PCS Drawing Index and Sheet Numbering/Naming Standard (See Appendix Documents)
- Adobe PDF Combined Set by Volume labeled per the PCS Drawing Index and Sheet Numbering/Naming Standard (See Appendix Documents)
- Adobe PDF Combined Spec by Volume
- (1) OEF 208a – Phase II - Facility Space Chart/Net and Gross Square Footage Form
- (1) OEF 208 – Letter of Transmittal Form
- (1) OEF 110A – Project Implementation Information Form

Permit Documents

This package shall be submitted in hard copy and electronic format per the following:

- (3) printed full size set of (24x36) drawings Signed/Sealed
- (1) printed (18x24) set of drawings (verify with PC if desired)
- (3) printed specification book by Volume (Signed/Sealed)
Project manual shall specify the following:
 - Acceptable surety company shall be rated excellent ("A" or better) in accordance with section 4.1(1)(a)2, SREF manual
 - The time to complete construction and the amount of liquidated damages in accordance with section 4.3(8)(c)5, SREF manual and section 1013.47, F.S.
- (1) Jump Drive with the following:
 - Adobe PDF Individual Sheet files labeled per the PCS Drawing Index and Sheet Numbering/Naming Standard (See Appendix Documents) **(Signed/Sealed)**
 - Adobe PDF Combined Sets by Volume labeled per the PCS Drawing Index and Sheet Numbering/Naming Standard (See Appendix Documents) **(Signed/Sealed)**
 - Adobe PDF Combined Spec by Volume **(Signed/Sealed)**
- (1) OEF 208a – Phase III - Facility Space Chart/Net and Gross Square Footage Form **(Signed/Sealed)**
 - (1) OEF 208 – Letter of Transmittal Form
 - (1) OEF 110A – Project Implementation Information Form
- (1) Energy Calculation Form **(Signed/Sealed)**
- (1) Life Cycle Cost Analysis Report **(Signed/Sealed)**
- (1) Architect Certification of Code Compliance **(Signed/Sealed)**
- (1) Threshold Plan (if applicable) **(Signed/Sealed)**

Shop Drawing Submittal Checklist for Owner Review

The following Submittal Checklist reflect Shop Drawings that require Construction Services & Code Compliance and Maintenance Department review. The equipment items reflected on this list typically change yearly and are standard components that need to be consistent throughout the District. When Submittals are distributed to the A/E a copy shall also be submitted to the Project Coordinator for review/distribution. **BEFORE the Architect (and/or) their Consultants provide comments back to the CM you must request the Owner's Comments.** Owner Comments, if any, will be sent back to the Architect for them to incorporate with their comments back to the CM (all team members will be copied).

Shop Drawing Submittal Checklist (as applicable to each project)

Aluminum Queue Railings

Aluminum Queue Railings Shop Drawing

Door Hardware

Door Hardware Product Data & Schedule

Paint

Paint Product Data

Lockers

Locker Layout Drawings & Numbering

Residential Appliances

Residential Appliances Product Data

Signage

Signage Schedule & Elevations

Musical Instrument Casework

Musical Instrument Casework – Layout Drawings

Food Service

Food Service Equip. - Product Data & Layout Drawings

Food Service Serving Line – Product Data & Layout

Cooler/Freezer - Product Data & Layout Drawings

Kitchen Hoods - Product Data & Layout Drawings

Fire Suppression System

Fire Suppression – Product Data

Fire Suppression – Layout Drawings AND Calculations (3 Copies Signed/Sealed)

Plumbing

Plumbing Fixtures - Product Data

HVAC

Pumps – Product Data

Chillers – Product Data

Air Handling Units – Product Data

Control System – Product Data & Sequence of Operation

Variable Frequency Drives – Product Data

Electrical

Lighting Fixture (Interior) – Product Data
Lighting Fixture (Exterior) – Product Data
Lighting Fixture (MP/Drama/Stage) – Product Data
Lighting Fixture (Athletic) – Product Data
Switchgear - Product Data
Generators - Product Data

Communications

LAN/Telephone – Product Data & Layout Drawings
Projectors – Product Data
Projection Screens – Product Data & Layout Drawings
TV's – Product Data
Cable Tray – Product Data & Layout Drawings

Electronics & Electronics Safety/Security

PA System (Building) – Product Data & Layout Drawings
PA System (MP/Dining) – Product Data & Layout Drawings
PA System (Gym) – Product Data & Layout Drawings
PA System (Play Court/Parent Drop Off) – Product Data & Layout Drawings
Sound System – Product Data & Layout Drawings
Master Clock System – Product Data & Layout Drawings
Access Control System – Product Data & Layout Drawings
Security System – Product Data & Layout Drawings
Video Surveillance - – Product Data & Layout Drawings

Fire Alarm and Smoke Detection System

Fire Alarm – Product Data
Fire Alarm – Layout Drawings (3 Copies Signed/Sealed)

Public Safety Two Way Radio Communication Enhancement System (BDA)

BDA – Product Data
BDA – Layout Drawings (3 Copies Signed/Sealed)

Project Completion Requirements

It is the Architects obligation to ensure that the T&B and Commissioning of the project are 100% completed. The Test & Balance and Commissioning requirements are part of the EOR Specifications. The Architect shall monitor and ensure Final Reports are Received from the CM in a timely manner and Reviewed and Approved by the Engineer of Record. It is not PCS responsibility to ensure this task is completed.



Insert Architects Letterhead

PROJECT STATUS REPORT NO: 01

INSERT SCHOOL NAME

INSERT SCHOOL ADDRESS

DATE: xx/xx/16

WORK IN PROGRESS:

Briefly provide general overview of Work in Progress.

OBSERVATIONS:

Briefly provide general observations.

OPEN ISSUES:

Briefly describe major open issues at current stage of the project.

CM / ACTION:

Briefly describe outstanding and/or major CM Action items at current stage of the project.

OWNER / ACTION:

Briefly describe outstanding and/or major Owner Action items at current stage of the project.

DESIGN TEAM / ACTION:

Briefly describe outstanding and/or major Design Team Action items at current stage of the project.

Prepared by: Architects Name

Copy: PCS Director of Construction, PCS Project Coordinator, PCS EFI, other primary team members



FISH Plans & Space Chart Submittal Requirements

Plans

1. Submit separate set of floor plans dedicated to FISH information as part of Project Plan Set
2. Plans shall be submitted in Portable Document Format (PDF)
3. Each room shall contain the following information
 1. Building number and room number
 2. Facility Space Name*
 3. Net square feet
4. Room names may be abbreviated when small rooms do not allow complete wording, but the meaning of the room shall be obvious.
5. All information must be legible, and of uniform font size and style

Space Chart

Use OEF Facilities Space Chart/ Net Gross Square Footage (OEF 208A) **

- A. Facility Space Name*
- B. SREF Design Code*
- C. Space Number (Building number and room number)
 - Room numbers shall be listed in numerical order
- D. Net Square Footage of Space
- E. Design Occupant Capacity (only for rooms that carry student stations)
- F. Net Square Footage Circulation Walls/Overhangs where applicable

*Information entered into Facility Space Name and SREF design code shall use SREF 6.1 *Size of Space and Occupant Design Criteria Table* located at: <http://www.fldoe.org/core/fileparse.php/7738/urlt/srefrule14.pdf> (Refer to [pages 103-121 of PDF](#))

** <http://www.fldoe.org/edfacil/formsplanreview.asp>

Please contact the Department of Planning Services at 727-774-7970 for questions.

Architect's Affidavit

That The Contract Documents Comply With The Current Florida Building Code

Instructions: This affidavit shall be submitted by the Architect of Record and accompany contract documents submitted for permitting to the Pasco County Public Schools Building Official.

I, as Architect of Record for the project for Pasco County Public Schools, do hereby certify that to the best of my knowledge, the construction plans and specifications conform to the Florida Building Code and that requirements as to egress, type of construction and general arrangement and the design complies with the code as to strength, stresses, strains, loads and stability of the structural system.

PROJECT NAME:

ARCHITECT:

By: _____ Date: _____
(Signature)

(SEAL)

Sworn to and subscribed before me this _____ day of _____, 20____.

Signature of Notary Public

Print, Type, or Stamp

State of _____

Commissioned Name of Notary

Personally Known _____ Or Produced Identification _____

Type of Identification Produced _____

Supplemental Services	Responsibility <i>(Architect, Owner, or not provided)</i>
§ 4.1.1.1 Programming	
§ 4.1.1.2 Multiple preliminary designs	
§ 4.1.1.3 Measured drawings	
§ 4.1.1.4 Existing facilities surveys	
§ 4.1.1.5 Site evaluation and planning	
§ 4.1.1.6 Building Information Model Management responsibilities	
§ 4.1.1.7 Development of Building Information Models for post construction use	
§ 4.1.1.8 Civil engineering	
§ 4.1.1.9 Landscape design	
§ 4.1.1.10 Architectural interior design	
§ 4.1.1.11 Value analysis	
§ 4.1.1.12 Detailed cost estimating beyond that required in Section 6.3	
§ 4.1.1.13 On-site project representation	
§ 4.1.1.14 Conformed documents for construction	
§ 4.1.1.15 As-designed record drawings	
§ 4.1.1.16 As-constructed record drawings	
§ 4.1.1.17 Post-occupancy evaluation	
§ 4.1.1.18 Facility support services	
§ 4.1.1.19 Tenant-related services	
§ 4.1.1.20 Architect's coordination of the Owner's consultants	
§ 4.1.1.21 Telecommunications/data design	
§ 4.1.1.22 Security evaluation and planning	
§ 4.1.1.23 Commissioning	
§ 4.1.1.24 Sustainable Project Services pursuant to Section 4.1.3	
§ 4.1.1.25 Fast-track design services	
§ 4.1.1.26 Multiple bid packages	
§ 4.1.1.27 Historic preservation	
§ 4.1.1.28 Furniture, furnishings, and equipment design	
§ 4.1.1.29 Other services provided by specialty Consultants	
§ 4.1.1.30 Other Supplemental Services	

PASCO COUNTY HEALTH DEPARTMENT

APPLICATION FOR GROUP CARE CERTIFICATE

EHD # _____

NAME OF ESTABLISHMENT _____

STREET ADDRESS _____ CITY _____ STATE _____ ZIP _____

TELEPHONE NUMBER _____ FAX NUMBER _____

MAILING ADDRESS _____ CITY _____ STATE _____ ZIP _____

OWNER _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

TELEPHONE NUMBER (HOME) _____ (WORK) _____ (CELL) _____

AGENT _____ TELEPHONE _____

FACILITY INFORMATION

NEW _____ REMODELED _____ STRIP STORE _____ FREE STANDING _____ TYPE OF FACILITY _____

1. Is approved public water system available? Yes _____ No _____

If yes, Name of Utility Company _____

If no, D.O.H./D.E.P. Drinking Water Permit # _____ Expiration Date _____

2. Is approved central sewage disposal system available? Yes _____ No _____

If yes, Name of Utility Company _____

If no, OSTDS permit # _____ Date of Application _____ Date of Approval _____

TYPE OF OPERATION REQUESTED

_____ Adult Family Care Home _____ ALF _____ Day Care (Child/Adult/Family) _____ School (Private/Public)

_____ Other (Please Specify) _____ Food prep on site: _____ Full _____ Limited _____ None

Proposed capacity: _____ Previous Number authorized: _____ Date: _____ Number of Swimming Pools: _____

Days of operation: _____ Time Open: _____ Time Closes: _____ After School? Y or N / NA

	<u>TOILETS</u>	<u>URINALS</u>	<u>LAVATORIES</u>	<u>SHOWERS</u>	<u>STAFF TOILETS</u>
Male	_____	_____	_____	_____	_____
Female	_____	_____	_____	_____	_____
Unisex	_____	_____	_____	_____	_____

I, the undersigned authorized owner/agent for this proposed facility; request that this application be reviewed for compliance with all applicable rules and regulations.

Signature of owner/agent: _____ Date: _____

FOR OFFICE USE ONLY

OSTDS permit # _____ Dated _____ Approved By (Inspector) _____ Date _____

Drinking Water Permit # _____ Approved By (Inspector) _____ Date _____

Authorized Capacity: _____ Approved by (Group Care Inspector) _____ Date _____

Food Svc Cert. #51-48- _____ Type: _____ Status Code: _____ Appr'd by (Food Service Inspector) _____ Date _____

Group Care Cert #51-51- _____ Type: _____ Billing Code: _____ GC Type: _____ Status Code: _____ Entered by (Clerk) _____ Date _____