

Office of Inspector General
Contract Oversight Unit
Contract/Procurement Activities
Quarterly Report for June 30, 2022

Office of Inspector General
Contract/Procurement Activities
Quarterly Report for June 30, 2022

Project: Attend Construction Oversight & Review Committee Meeting (CORC)

Completed By: Robert Bliss

Date: 4/14/2022

Activity Type: School Board Advisory Committee Meeting

Activity #: 22-AC-12

Status: Completed

Department/Office: Facilities Management

District Employee POC: David Dolan, Deputy Chief of Facilities Management

Meeting Attended: In-Person Virtual Telephonic Recording

Agenda Attached: Yes No N/A

Synopsis of Meeting: The Construction Oversight and Review Committee is advisory to the School Board and assists the Board by oversight and review of, and making recommendations concerning, the work of responsible departments to build quality schools on time and within budget. Part of CORC's responsibility includes the selection process for architects, engineers, and contractors, project budget/cost monitoring, and change order review.

Goal of the Review/Monitoring: As part of the OIG's contract review responsibilities, we regularly attend monthly CORC meetings to observe discussions regarding construction related contracts, and to identify areas of risk for potential OIG reviews/evaluations.

Potential Risks Identified: None

Commendations Identified: N/A

Recommendations/Observations: N/A

Next Step/Milestone: Attend the next CORC meeting scheduled for May 5, 2022.

OIG Contract/Procurement Activities
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Project: Attend Contract Evaluation Committee Meeting

Completed By: Aida Smith

Date: 4/18/2022

Activity Type: Procurement-RFP

Activity #: 22-SC-18

Status: Completed

Department/Office: Facilities Management Department

District Employee POC: Genell McMann, General Manager of Purchasing

Estimated Contract Amendment Value: \$140,000

Meeting Attended: In-Person Virtual Telephonic Recording

Agenda Attached: Yes No N/A

Synopsis of Contract/Procurement: An Evaluation Committee met to evaluate proposals submitted in response to an advertised RFP (22C-039V) for “Web Content Management System (WCMS) and Mobile App” for the District’s website, employee intranet, school websites, and a mobile application.

Goal of the Review/Monitoring: Observe the contract Evaluation Committee meeting process in an effort to determine compliance with laws, policies and procedures, and to promote honesty, integrity, and transparency during the District’s procurement and contracting processes.

Potential Concern Identified: At the conclusion of the meeting, Evaluation Committee members were asked to hold onto their scoring sheets and to bring them to the next meeting (oral presentations and demonstrations) scheduled for April 22, 2022.

Commendations Identified: N/A

Recommendations/Observations: We contacted the Purchasing Department and discussed our potential concern. They responded that the scoring sheets were collected and retained after the second meeting, and that the meeting audio tape is the official record used to support the scoring/ranking.

Next Step/Milestone: The next phase of the Selection Process (oral presentations and demonstrations) is scheduled for April 22, 2022.

OIG Contract/Procurement Activities
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Project: Attend Construction Oversight & Review Committee Meeting (CORC)

Completed By: Robert Bliss

Date: 5/5/2022

Activity Type: School Board Advisory Committee Meeting

Activity #: 22-AC-13

Status: Completed

Department/Office: Facilities Management

District Employee POC: David Dolan, Deputy Chief of Facilities Management

Meetings Attended: In-Person Virtual Telephonic Recording

Agenda Attached: Yes No N/A

Synopsis of Meeting: The Construction Oversight and Review Committee is advisory to the School Board and assists the Board by oversight and review of, and making recommendations concerning, the work of responsible departments to build quality schools on time and within budget. Part of CORC's responsibility includes the selection process for architects, engineers, and contractors, project budget/cost monitoring, and change order review.

Goal of the Review/Monitoring: As part of the OIG's contract review responsibilities, we regularly attend monthly CORC meetings to observe discussions regarding construction related contracts, and to identify areas of risk for potential OIG reviews/evaluations.

Potential Risks Identified: Not receiving competitive bids for large dollar change orders.

Commendations Identified: N/A

Recommendations/Observations: N/A

Next Step/Milestone: Consider reviewing large dollar change orders. Attend the next CORC meeting scheduled for June 9, 2022.

OIG Contract/Procurement Activities
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Project: Attend Contract Negotiations Meeting

Completed By: Robert Bliss

Date: 5/6/2022

Activity Type: Negotiations

Activity #: 22-SC-19

Status: Completed

Department/Office: Information Technology/ Communications

District Employee POC: Genell McMann, General Manager of Purchasing

Estimated Contract Amendment Value: \$800,000

Meeting Attended: In-Person Virtual Telephonic Recording

Agenda Attached: Yes No N/A

Synopsis of Contract/Procurement: District staff met with a potential vendor (Blackboard Inc.) to negotiate terms of a contract for services for “Web Content Management System (WCMS) and Mobile App” (RFP 22C-039V) to handle the District website, all school and teacher websites, including the ability for the Communications Department to push out relevant and timely information to any or all school or department web pages.

Goal of the Review/Monitoring: Observe the contract negotiations in an effort to promote honesty, integrity, and transparency during the District’s contracting process.

Issues/Concerns Identified: None.

Commendations Identified: N/A

Recommendations/Observations: Meeting/process appeared to be conducted in a manner that was in the best interest of the School District.

Next Step/Milestone: The proposed contract language, and cost, will be reviewed/discussed by District staff, and another negotiation meeting will be scheduled. The contract was subsequently approved by the School Board during its June 15, 2022 meeting.

OIG Contract/Procurement Activities
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Project: Attend Independent Sales Surtax Oversight Committee Meeting (ISSOC)

Completed By: Aida Smith

Date Covered: 5/20/2022

Activity Type: Advisory Committee Meeting

Activity #: 21-AC-14

Status: Completed

Department/Office: Treasury Department

District Employee POC: Leanne Evans, Treasurer

Meeting Attended: In-Person Virtual Telephonic Recording

Agenda Attached: Yes No N/A

Synopsis of Meeting: The Independent Sales Surtax Oversight Committee (ISSOC) is an advisory committee to the School Board that assists the Board through independent oversight of the use of the District's portion of the one percent sales surtax collected in Palm Beach County, as well as reviewing the projects on the Referendum Project List. The ISSOC provides oversight of the District's usage and expenditures of the proceeds of the sales surtax to verify consistency with the projects and purposes.

Goal of the Review/Monitoring: As part of the OIG's contract review responsibilities, we regularly attend quarterly ISSOC meetings to observe discussions regarding projects/contracts, and to identify areas of risk for potential OIG reviews/evaluations.

Issues/Concerns Identified: None

Commendations Identified: N/A

Recommendations/Observations: N/A

Next Step/Milestone: Attend the next ISSOC meeting scheduled for August 26, 2022.

OIG Contract/Procurement Activities
Quarterly Report for June 30, 2022

Project: Attend Construction Oversight & Review Committee Meeting (CORC)

Completed By: Robert Bliss

Date: 6/9/2022

Activity Type: School Board Advisory Committee Meeting **Activity #:** 22-AC-15

Status: Completed

Department/Office: Facilities Management

District Employee POC: David Dolan, Deputy Chief of Facilities Management

Meetings Attended: In-Person Virtual Telephonic Recording

Agenda Attached: Yes No N/A

Synopsis of Meeting: The Construction Oversight and Review Committee is advisory to the School Board and assists the Board by oversight and review of, and making recommendations concerning, the work of responsible departments to build quality schools on time and within budget. Part of CORC's responsibility includes the selection process for architects, engineers, and contractors, project budget/cost monitoring, and change order review.

Goal of the Review/Monitoring: As part of the OIG's contract review responsibilities, we regularly attend monthly CORC meetings to observe discussions regarding construction related contracts, and to identify areas of risk for potential OIG reviews/evaluations.

Potential Risks Identified: Not receiving competitive bids for large dollar change orders.

Commendations Identified: N/A

Recommendations/Observations: N/A

Next Step/Milestone: Consider reviewing large dollar change orders. Attend the next CORC meeting scheduled for July 14, 2022.

OIG Contract/Procurement Activities
Quarterly Report for June 30, 2022

Project: Review of Program Management Support Services Contract – Project Reconciliations and Closeouts

Completed By: Aida Smith

Scope of Review: 1/1/2017 **To:** 3/31/2022

Activity Type: Contract Review

Activity #: 22-R-2

Status: Fieldwork nearly complete

Department/Office: Facilities Management Department

District Employee POC: David Dolan, Deputy Chief of Facilities Management

Estimated Contract Value: \$26,400,000 over 10 years

Synopsis of Contract: AECOM Technical Services, Inc. serves as the Program Manager for the delivery of the District’s Capital Improvement Program. According to the contract, at conclusion of each project the District is to conduct a reconciliation to determine whether any adjustments to prior payments are necessary.

Goal of the Review: The primary objective of this review is to evaluate the project closeout process and determine the extent of compliance with the project reconciliation payment provisions outlined in the contract.

Issues/Concerns Identified: Project reconciliations have not been performed as required by the contract.

Commendations Identified: N/A

Recommendation: As stipulated in the contract, we will recommend that Facilities Management issue a Notice of Financial Closeout to the Program Manager, and independently conduct a timely project reconciliation at the conclusion of each project to determine whether the Design/Planning Phase and/or Construction Phase payments need to be adjusted.

Next Step/Milestone: Complete our review and issue a draft report to Management for response.

Attachments to Quarterly Report for June 30, 2022
(Agendas of Meetings Attended)



CORC Agenda Summary



Board Date April 20, 2022	Pulled/BY	Board Item	Recommended Action
Facilities Construction			
		FC1 Contingency use and Change Order Reports	I recommend the Board receive and accept the Monthly Construction Contingency Use and Change Order reports as submitted.
		FC2 Jupiter High School – Agricultural Program Modular and Restroom Addition Phase II	I recommend the School Board approve Construction Change Order #1 for a credit of (\$200,552.68) from Hatcher Construction & Development, Inc. for the Jupiter High School – Agricultural Program Modular and Restroom Addition, Project 0081-8466 and approve final payment.
		FC3 Wellington High School Facilities Renovations	I recommend the School Board approve Project Modifications in the amount of \$37,331.99 and an additional time of 126 days to Proctor Construction Company, LLC for the Wellington High School Facilities Renovations Project, and authorize the Chairman and Superintendent to finalize and execute all related contract documents.
		FC4 Jupiter Farms Elementary School – Facility Renovation and Repair Phase II	I recommend the School Board approve Construction Change Order #1 for a credit of (\$143,467.31) from All-Site Construction, Inc. for the Jupiter Farms Elementary School – Facility Renovation and Repair Project 2091-7102 and approve final payment.
Purchasing Construction			
		PC1 Prequalification	I recommend the Board approve the new and renewal of Prequalified Vendors, as identified in the attachments, to participate in solicitations for construction projects estimated at \$300,000 or more.
		PC2 Consultants on Continuing Contract for Architectural Services	I recommend the Board approve the RFP and Contract for Consultants on Continuing Contract for Architectural Services, and authorize the Superintendent and Board Chair to finalize and sign all necessary documents.
		PC3 Consultants on Continuing Contract for Construction Management at Risk Services	I recommend the Board approve the RFP and Contract for Consultants on Continuing Contract for Construction Management at Risk Services

			Risk Services, and authorize the Superintendent and Board Chair to finalize and sign all necessary documents.
		PC4 Construction Management at Risk Services for Grove Park Elementary School - Modernization - Demolition GMP	I recommend the Board approve the Second Amendment to the Contract with Thornton Construction Company, Inc. for Grove Park Elementary School Modernization Demolition; and authorize the Superintendent and Board Chair to finalize and sign all necessary documents.
		PC5 Construction Management at Risk Services for Banyan Creek Elementary School - Facility Renovations and Repair	I recommend the Board approve the First Amendment to the Contract with Verdex Construction, LLC for Banyan Creek Elementary School; and authorize the Superintendent and Board Chair to finalize and sign all necessary documents
		PC6 Construction Management at Risk Services for Lake Park Elementary School - Facility Renovations and Repair	I recommend the Board approve the First Amendment to the Contract with Lego Construction Company for Lake Park Elementary School; and authorize the Superintendent and Board Chair to finalize and sign all necessary documents.
		PC7 Construction Management at Risk Services for Jupiter Middle School - Facility Renovations and Repair	I recommend the Board approve the First Amendment to the Contract with The Morganti Group, Inc., for Construction Management at Risk Services for Jupiter Middle School - Facilities Renovations and Repairs; and authorize the Superintendent and Board Chair to finalize and sign all necessary documents.
		PC8 Construction Management at Risk Services for Lake Worth Community High School - Facility Renovations and Repair	I recommend the Board approve the First Amendment to the Contract with Hedrick Brothers Construction, Inc. for Lake Worth Community High School; and authorize the Superintendent and Board Chair to finalize and sign all necessary documents.



CORC Agenda Summary



May 11, 2022	Pulled/BY	Board Item	Recommended Action
Facilities Construction			
		FC1 Contingency use and Change Order Reports	I recommend the Board receive and accept the Monthly Construction Contingency Use and Change Order reports as submitted.
		FC2 Atlantic High School – Stair Replacement	I recommend the School Board approve Construction Change Order #1 for a credit of (\$54,462.63) from State Contracting & Engineering Corp. for the Atlantic High School – Stair Replacement Project and approve final payment.
		FC3 West Boynton Beach Area MS 17-PP	I recommend the School Board approve the Architect Contingency Use Agreement in the amount of \$118,036.00 to Harvard Jolly, Inc. for the New West Boynton Beach Area MS 17-PP, and authorize the Chairman and Superintendent to finalize and execute all related contract documents.
		FC4 Dwight D Eisenhower ES Site Improvements	I recommend the Board receive and accept the Project Modification for the addition of 606 (six hundred six) non-compensable calendar days to One Call Florida Inc., for the Dwight D. Eisenhower Site improvement Project and authorize the Chairman and Superintendent to finalize and execute all related contract documents.
		FC5 Morikami Park ES Facility Renovation and Repair	I recommend the School Board approve Construction Change Order #2 in the amount of \$175,206.00 to Hatcher Construction & Development, Inc. for the Morikami Park Elementary School – Facility Renovation and Repair Project.
Purchasing Construction			
		PC1 Prequalification	I recommend the Board approve the new and renewal of Prequalified Vendors, as identified in the attachments, to participate in solicitations for construction projects estimated at \$300,000 or more.

		PC2 Consultants on Continuing Contract for Construction Management at Risk Services	I recommend the Board approve the RFP and Contract for Consultants on Continuing Contract for Construction Management at Risk Services under \$2 million dollars, and authorize the Superintendent and Board Chair to finalize and sign all necessary documents.
		PC3 Construction Management at Risk Services for Grove Park Elementary School – Modernization	I recommend the Board approve the Third Amendment to the Contract with Thornton Construction Company, Inc. for Construction Management Services for Grove Park Elementary School – Modernization Phase 2 Construction; and authorize the Superintendent and Board Chair to finalize and sign all necessary documents.
		PC4 Construction Management at Risk Services for Melaleuca Elementary School – Modernization	I recommend the Board approve the Second Amendment to the Contract with James B. Pirtle Construction Company, Inc. dba Pirtle Construction Company, for Construction Management Services for Modernization at Melaleuca Elementary School; and authorize the Superintendent and Board Chair to finalize and sign all necessary documents.
		PC5 Construction Management at Risk Services for Christa McAuliffe Middle School – Facility Renovations and Repair	I recommend the Board approve the First Amendment to the Contract with Thornton Construction Company, Inc., for Construction Management Services for Christa McAuliffe Middle School – Facility Renovations and Repairs; and authorize the Superintendent and Board Chair to finalize and sign all necessary documents.
		PC6 Modular Classroom Relocation Services on Term Contract - Additional Funds Request	I recommend the Board approve additional funds for ITB 21C-3R for Modular Relocation Services on Term Contract Services in the amount of \$1,500,000 not to exceed \$2,000,000 through October 21, 2022.



Independent Sales Surtax Oversight Committee (ISSOC) Meeting

An Advisory Committee to the School Board of Palm Beach County

Friday, May 20, 2022

1:30 – 3:00 pm

Boardroom

Meeting Agenda

- I. Welcome and Introductions
- II. Public Comments (limited to 3 minutes)
- III. Items for Approval
 - a. Minutes from 2022-03-25
 - b. Sales Tax Summary as of 03/31/2022
 - i. Sales Tax Financial Report
 - ii. Project Budget Reports
 - iii. Proposed Plan Modifications 122-131
- IV. Adjourn

Please note that two or more School Board members may be in attendance at this meeting.

Comment cards will be available at the meeting. Anyone interested in offering public comments on any item on the agenda should fill out a comment card and hand it to the secretary.

Conflict of interest forms may be printed from the Committee website or requested from the secretary.

Board Docs: <https://go.boarddocs.com/fl/palmbeach/advisory/Board.nsf/Public>

ISSOC Committee Website:

https://www.palmbeachschools.org/school_board/board_advisory_committees/ISSOC

Proposed Future Meeting Dates for the ISSOC Committee

All meetings are scheduled to begin at 9:30 unless otherwise noted.

- August 26, 2022
- November 4, 2022



CORC Agenda Summary



June 09, 2022	Pulled by:	Board Item:	Recommended Action:
Facilities Construction			
		FC1 Contingency use and Change Order Reports	I recommend the Board receive and accept the Monthly Construction Contingency Use and Change Order reports as submitted.
		FC2 William T. Dwyer HS Facility Renovation and Repairs	I recommend the School Board approve Construction Change Order #1 in the amount of \$2,752,717.00 to Kaufman Lynn Construction for the W.T. Dwyer High School - Facility Renovations and Repairs Project.
Purchasing Construction			
		PC1 Prequalification	I recommend the Board approve the new and renewal of Prequalified Vendors, as identified in the attachments, to participate in solicitations for construction projects estimated at \$300,000 or more.
		PC2 Construction Management at Risk Services for Seminole Trails Elementary - Core Expansions	I recommend the Board approve the First Amendment to the Contract with Lebolo Construction Management, Inc. for Construction Management Services for Seminole Trails Elementary - Core Expansion; and authorize the Superintendent and Board Chair to finalize and sign all necessary documents.
		PC3 Invitation to Bid - Term Contract for Aluminum Walkway Covers Installation and Repairs	I recommend the Board approve the Invitation to Bid 22-30R and associated Term for the Installation and/or Repairs of Aluminum Walkway Canopies; and authorize the Superintendent and Board Chair to finalize and sign all necessary documents.
		PC4 Geotechnical/ Construction Materials Testing/Threshold Inspection Additional Funds Request	I recommend the Board approve additional funds for RFP 22C-001R for Geotechnical/ Construction Materials Testing/Threshold Inspection Services in the amount of \$500,000 not to exceed \$1,000,000 through August 18 ,2022; and authorize the Superintendent and Board Chair to finalize and sign all necessary documents.