

VII CONSTRUCTION PROJECTS POLICY *(Updated 8/9/23)*

7.01 CONTRACTING

All new construction with a value of over \$200,000 will be done in accordance with one of the following options:

1. By engagement of a Construction Manager, an Architect, and a Construction Contractor.
2. By engagement of a design build firm (all in one service).
3. By engagement of an Architect and a Construction Contractor.
4. By engagement of an Owners Representative.

Vetting process to choose the best company for a particular project will be conducted by the Long Range Planning Committee (LRPC). This committee will study the bids and recommend to the board the best qualified vendor.

If the complexity of a project warrants, the Long Range Planning Committee will issue Request for Proposals (RFPs).

7.02 BOARD STANDARDS

With input from the LRPC Chair, the Board shall provide the following:

1. Provide funds for legal advice, insurance, and the engagement of design professionals.
2. The Board will communicate the project's progress with CA members at various milestones of each project.
3. The Board will hold appropriate CA membership meetings or referendums, if required, to secure membership approvals and support.
4. The Board will handle all public relations and press releases
5. The Board shall provide the scope, criteria and budget for each proposed project.
6. Review all design submittal
7. Decide on one of the construction contracting options above for pursuing the work.

7.03 BIDDING DOCUMENTS

All bidding documents for major construction and significant maintenance projects above \$200,000 will be written and submitted by professional services and reviewed by the board. Bids for lessor amounts will be reviewed upon request by the board.

As a general practice, a minimum of three bids should be requested. In circumstances, as justified by the Board, one bid may be obtained to facilitate construction projects.

With respect to all contracts for new construction or major contracted maintenance of existing facilities, invitations to bid, excluding general conditions, specifications, scope of work, and drawings (if required), will be submitted to three or more licensed and reputable contractors, if possible. All bids will go to the LRPC to be available for comparison to the recommended bid.

7.04 PAYMENTS FOR CONTRACTED SERVICES

The Treasurer of the CA Board shall insure that there are separate accounting records for each project and shall make payment to contractors and design professionals, after billings have been reviewed and approved for payment by the CA Owner's Consultant and CA Community Manager.

7.05 PROJECT PLANNING (Replacement Reserve Items Only)

With Board and LRPC input, planning for all projects will be done in advance by the CA Community Manager. The Facilities Plan will be developed and updated, and projects will be identified and prioritized for upcoming five-year periods and updated as necessary, subject to Board approval and available funds.

7.06 FUNDING FOR DESIGN SERVICES PROJECTS

The Board shall insure there are funds on hand to permit the engagement of services of design professionals for facilities planning, physical facility surveys, or other required services, and maintain other funds for scheduled new projects.

It shall be the policy of the CA that if, in the future, it appears that a project will run over budget and some compromises must be made, there will be no compromise in the quality of the work/materials. Instead, the quantity of the work will be reduced to meet the budget or the Board may authorize an increase in the Budget.

7.07 CONTRACTS

All contracts for major construction and significant maintenance projects will be provided by professional services and meet all AIA Contract criteria in accordance with all Florida Construction Laws.

7.08 PROJECT PROGRESS & COMPLETION

- a) Payments will be made per the schedule in the negotiated contract.
- b) Completion is to be determined when:
 - 1) The agreed upon as-built drawings have been received.
 - 2) All discrepancies have been corrected and a final walk through has been made by the contracted vendor, the CA representative or owner's consultant.
 - 3) Written waiver of liens has been received from general contractor, sub-contractors and suppliers and approved by the CA community manager and legal counsel.
 - 4) The CA Manager or the CA's representative shall interface regularly with all vendors and contractors and is responsible for updates to the Board.
 - 5) All change orders must be reviewed by the CA Manager and the Board of Directors.
 - 6) General contractor and sub-contractors shall be licensed and bondable. The contractor shall comply with all local and OSHA regulations
 - 7) The CA will be given a complete set of as-built drawings.