

DATE: September 22, 2020
TO: Mr. Joris Jabouin, CPA
Cc:: Frank Girardi
FROM: Kathleen Langan
SUBJECT: Roofing Improvement Strategies

MEMORANDUM

In order to overcome challenges of roofing improvements associated with the SMART program roof repairs and replacements we have instituted the following:

- Created a roofing team focused only on roofing projects. The team makeup includes five (5) staff members reporting directly to the Sr. Program Director. Members include: two (2) highly qualified and experienced design and construction professionals technically experienced in Broward schools roofing projects. One (1) project manager, one (1) assistant project manager, one (1) ¼ time cost estimator/budget control manager.

The two technical roofing experts perform roofing inspections prior to projects scheduled for bidding. These inspections will include roof reality checks, and inspection of any mechanical equipment located on the roofs. They will manage the roofing design plan reviews and sub-permit process to ensure submissions are accurate meeting the technical requirements of the engineer of record and the building department.

Under the leadership of the technical roofing experts the project manager and assistant manager will validate that the architects and engineer of record perform roofing site visits, schedule meetings with the architects and engineers & building department for plan reviews, micro manage the roofing contractors submittal schedule and perform the administration work associated with the roofing projects through achieving the roofing sub-permit for turn over to construction.

The cost estimator/budget control manager will be responsible for reviewing and negotiating any change order costs and credits, presenting them for approval to the roof reality committee.

- In collaboration with the Building Department a weekly meeting will be held for the benefit of Roofers seeking clarifications on comments, strictly addressing issues related only to the roof binders.
- Enhance the contract requirements for architects & engineer to further develop the roofing plans at the 50% construction document design submission.
- In collaboration with the purchasing department qualify a pool of roofing contractors that can bid roofing projects to general contractors and construction managers at risk.
- In collaboration with the Broward schools Office of Capital Programs develop a training program for contractors and specifically small business to increase market capacity in the local roofing market.
- In collaboration with Broward schools Office of Capital Programs develop a long-term roofing maintenance, repair and replacement program for the District.