

Scope of Work

Florida Building Commission Building Safety Inspection Program Forms and Support

Florida Department of Business and Professional Regulation (FDBPR)

Florida Building Commission (FBC)

And

The University of Central Florida Board of Trustees/Florida Solar Energy Center (FSEC)

Project Leaders: Bereket Nigusse, Safvat Kalaghchy, and Robin Vieira

1. Introduction

Pursuant to section 553.899, Florida Statutes, the FBC has been tasked with establishing a building safety inspection program for existing condominium and cooperative buildings three stories or greater in height. The Florida Building Commission has been tasked with creating a standardized building safety inspection form that is adaptable to an electronic format. The FBC's Building Safety Inspection Reporting Form will be used throughout the state by inspectors conducting inspections and will be received by local authorities that have jurisdiction over the inspections.

FSEC shall develop an electronic fillable version of the FBC's Building Safety Inspection Reporting Form in portable document format (pdf), edit and improve the current Word document version of the FBC's Building Safety Inspection Reporting Form, improve the layout and format of the FBC's Building Safety Inspection General Guidance Document, create a one- to two-page fact sheet regarding the FBC's Building Safety Inspection Program, and conduct three webinars on the FBC's Building Safety Inspection Program.

2. Scope of Work:

a. Provide professional and consistent formatting to the Florida Building Commission's current Building Safety Inspection Form.

- FSEC shall provide a revised version of the Florida Building Commission's Building Safety Inspection Reporting Form, in Microsoft Word, that contains consistent and professional formatting.

b. Develop an Electronic Fillable Building Safety Inspection Reporting Form

- FSEC shall develop an electronic fillable pdf version of the FBC's Building Safety Inspection Reporting Form. FSEC shall use the Microsoft Word version of the FBC's Building Safety Inspection Reporting Form as a template. The standardized fillable pdf version of the form shall contain all the following:

- The form shall be fully modifiable. The form shall be developed to allow the form to be amended by FDBPR staff when changes are made to the FBC's Building Safety Inspection Program's requirements.
- The form shall contain accessibility features in compliance with the Americans with Disabilities Act (ADA) requirements. At a minimum, the form must meet the requirements for ADA compliance within Acrobat Pro's Accessibility Tester.
- The completed pdf form shall be structured to allow local authorities to accept the form electronically through their local websites.
- Task Limit
 - FSEC is not responsible for ensuring that each entity submits a form that is compatible with the local website.
 - FSEC is not responsible for creating a centralized database for the FBC's Building Safety Inspection Reporting Form.

c. Update the Florida Building Commission's Building Safety Inspection Guidance Document

- FSEC shall make editorial changes, organizational changes, and improve the layout of the Florida Building Commission's Building Safety Inspection Guidance Document.

d. Create a One- or Two-Page Fact Sheet

- FSEC shall develop a one- to two-page fact sheet containing an overview of the Florida Building Commission's Building Safety Inspection Program and the Building Safety Inspection Reporting Form.

e. Create an approximately 2-minute instructional video for filling out the electronic fillable pdf version of the Florida Building Commission's Building Safety Inspection Form

- FSEC shall create an instructional video which will cover how to find the electronic fillable pdf version of the FBC's Building Safety Inspection Reporting Form, when to fill out the form, and how to submit the form. This video will be limited to only instructions on the form itself and shall not contain any discussion of the form's substantive requirements.

f. Develop and Conduct Instructional Webinars

- FSEC shall conduct three webinars via GoToMeeting to educate interested parties about the FBC's Building Safety Inspection Program and the FBC's Building Safety Inspection Reporting Form. The webinars shall be between 1 and 2 hours in length and include the following:
 - A PowerPoint presentation on the FBC's Building Inspection Safety Program and the FBC's Building Safety Inspection Reporting Form.
 - Expert panelists:

- Dr. Jennifer Bridge.
- Mo Madani and other Florida Building Commission staff.
- Other individuals identified by FDBPR, FSEC, Dr. Bridge, or the University of Florida.
- A Question-and-Answer Session.

g. Expert Consultant Review

- FSEC shall consult with the University of Florida and Dr. Jennifer Bridge. Dr. Bridge shall serve as a consultant over the life of this project. Dr. Bridge shall review the deliverables developed by FSEC throughout the duration of this project and provide specific assistance in the following areas:
 - Review the Microsoft Word version and the electronic fillable pdf version of the FBC's Building Safety Inspection Reporting Form and provide suggestions.
 - Develop written and audiovisual content to assist those who will be using either version of the FBC's Building Safety Inspection Reporting Form.
 - Beta test the FBC's electronic Building Safety Inspection Reporting Form using existing data from similar inspections that have occurred recently in Broward and Miami-Dade counties.
 - Recruit panelists for the three instructional webinars discussed in Section 2.f.

3. Staffing

Project Investigators (PI): Bereket Nigusse, Safvat Kalaghchy, and Robin Vieira
Expert Consultant: Dr. Jennifer Bridge

4. Method of Payment and Schedule

A purchase order will be issued to FSEC. This project shall start on the date of execution of the purchase order and end at midnight on June 30, 2024. The purchase order shall not exceed \$97,197 and shall cover all labor, materials, and overhead costs. Payment will be made for the project after the Department's Program Manager has approved the final report. Additionally, the Contractor agrees to provide additional documentation requested by the Program Manager to satisfy all payment and audit requirements.

5. Deliverables

The Contractor shall deliver a final report by June 15, 2024.

- A professional and consistently-formatted FBC Building Safety Inspection Reporting Form in Microsoft Word format.
- The final report shall include the FBC's electronic fillable version of the Building Safety Inspection Reporting Form in pdf format.
- An updated FBC Building Safety Inspection Guidance Document.

- A one- to two-page fact sheet on the FBC's Building Safety Inspection Program.
- The final report shall be presented to the Florida Building Commission at an agreed-upon time by FSEC and FDBPR's Project Manager. The due date may be extended with the approval of FDBPR's Project Manager.
- By June 25, 2024, the contractor shall conduct three webinars designed to educate those who will conduct building safety inspections on the FBC's Building Safety Inspection Program and the FBC's Building Safety Inspection Reporting Form.

6. Performance Measures and Financial Consequences

The University of Central Florida and FSEC are solely and uniquely responsible for the satisfactory performance of the tasks and completion of the deliverables described in this Scope of Work. Failure to complete the task and deliverables in the time and manner specified in Sections 2 and 4 shall result in a non-payment of the invoice until corrective action is completed as prescribed by the project manager.

7. Project Manager

The Project Manager for this project is Mo Madani. Mo Madani's email address is Mo.Madani@myfloridalicense.com and his phone number is 850-717-1825.