



# INSTRUCTIONS AND PROCEDURES FOR SCHOOL INITIATED PROJECTS (SIP)

**Step 1:** **Contact the Building Official** to discuss the SIP procedures, project work scope, project management, architectural design, engineering, and vendor/contractors. SIP Agreement forms must be fully completed and approved prior to applying for the Project Matching Funds program.

**Step 2:** Select Option 1 or Option 2 for project delivery.

**Option 1:** A fully funded project turned over to the Director of Planning & Project Management for execution and project delivery. Project Management will assist with requirements of both approval of the agreement and permitting. Please Note: This option usually takes longer than Option 2 due to summer project workloads already assigned to Project Managers.

**Option 2:** The school may choose to execute a proposed project on its own subject to approval by the Building Official. **The requestor and the school are responsible for the following:**

- Sufficient documentation to prove that the proposed project is fully funded;
- **Procuring the services of an architect or engineer licensed to practice in Florida;**
- **Procuring the services of a vendor/contractor licensed to work in the state of Florida;**
- Compliance with applicable Board policies and procedures related to purchasing and construction.
- Adherence to BPS Design Standards (i.e.; materials, systems design, and construction projects).  
[http://capitalprojects.brevardschools.org/SiteCollectionDocuments/Facility\\_Standards2007.pdf](http://capitalprojects.brevardschools.org/SiteCollectionDocuments/Facility_Standards2007.pdf)
- **When costs exceeds \$5,000**, BPS Purchasing Department requires three quotes; unless the project is funded and procured by boosters with a separate account. **When costs exceed \$50,000**, the BPS Purchasing Department requires **formal sealed bids** or a School Board approved contract. Please contact Purchasing for assistance in determining the most cost effective and efficient method for the selection of a vendor
- **Playground projects:** require pre-approval from the Environmental Health and Safety Department. Contact Jim Powers at 321-633-3580 x13074 to arrange a meeting prior to submitting the SIP form.

**Step 3:** Submit the SIP Agreement, located on the BPS Permitting web site under the School Initiated Projects tab at: <http://facilities.sp.brevardschools.org/permitting/default.aspx> .

**Step 4: Upload all relevant attachments to the SIP application** (i.e.; vendor/contractor license copy, certificate of insurance (liability & workers' comp.) listing School Board of Brevard County as an additionally insured party, construction plans and/or equipment specifications, and a BPS Hold Harmless Agreement signed by the contractor).

**Volunteers, PTA, PTO, boosters, or others shall not perform construction activities on projects unless covered under the selected and approved vendor/contractor's insurance.**

**Step 5: Permits.** Once the SIP agreement has received approval, the licensed vendor/contractor must obtain the required permits prior to starting work. Permit applications, are on the BPS Permitting web site at: <http://facilities.sp.brevardschools.org/permitting/default.aspx>.

**THERE ARE NO PERMIT FEES FOR BPS PERMITS.**

Contact: Timothy M. English, Brevard Public Schools Building Code Official

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