Capital Projects | Facilities Planning, Design & Construction

Broward Health System

Architect / Engineer (A/E)
Mentor-Protégé Development Program Guide

Issued by	North Broward Hospital District d/b/a Broward Health 1800 NW 49th Street, Fort Lauderdale, FL 33309
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All blank fields, bracketed items and highlighted percentages are to be completed by Broward Health at each issuance of this Guide and may be adjusted on a solicitation-by-solicitation or Service Order-by-Service Order basis.

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1. Introduction

The Broward Health Architect/Engineer (A/E) Mentor-Protégé Development Program was established to offer Certified Small Business Vendor – Design Professional (CSBV-DP) Protégé firms supervised, project-based experience in the planning, design and construction administration of healthcare facilities. Protégé firms participate in a structured development program on active Broward Health design assignments, in design disciplines and project types in which they have not traditionally practiced.

The A/E Mentor-Protégé Development Program will achieve the following:

- Provide an opportunity for qualified CSBV-DP firms to gain practical healthcare design experience and to build professional and longstanding relationships with prime design professionals.
- Use Broward Health's continuing design professional services contracts and capital program to establish accessible, paid, project-based training opportunities.
- Prepare participating CSBV-DP firms to compete as prime Consultants on future Broward Health Service Orders, or as subconsultants on healthcare design projects.
- Expand the pool of design professionals qualified to perform Agency for Health Care Administration (AHCA) reviewable work in Broward County.
- Increase the depth and continuity of the local design professional bench serving Broward Health facilities.

2. Program and Purpose

This Program is administered through Broward Health's continuing contracts for professional design services, which are procured and administered under the Consultants' Competitive Negotiation Act.

Objectives developed for the Broward Health A/E Mentor-Protégé Development Program are as follows:

- Foster a collaborative project execution approach among our A/E community in manner that improves the professional service to Broward Health and its community.
- Accelerate the Protégé’s professional development; Expand the Mentor's leadership and engagement within the local professional community. Engage Protégé firms in the professional design, coordination and delivery functions performed by a prime Consultant on Broward Health capital projects.
- Familiarize or expand Protégé firms with healthcare facility programming, regulatory review, phasing, design-to-budget discipline and construction administration in healthcare environments.
- Enable and expand Protégé’s current experience by empowering the firms to manage subconsultants, production schedules, quality control reviews and deliverable submittals under the supervision of a Mentor.
- Provide Protégé firms with the documented experience necessary to pursue future healthcare design contracts as prime Consultants, including AHCA reviewable work.
- Build Protégé familiarity with Broward Health Design and Construction Standards, the Facility Guidelines Institute (FGI) Guidelines and FGI Facility Code, Infection Control Risk Assessment (ICRA) and Interim Life Safety Measures (ILSM) protocols, and Broward Health's electronic project management platform.

Note: Broward Health Mentor-Protégé program does not suggest the Mentor manage or impose their business model, staff or otherwise onto the protégé. Neither the Mentor nor the Protégé is expected to alter its business structure, operational workflow, or staffing solely to participate in the Program.

3. Definitions

The following definitions apply to this Guide. Terms not defined here have the meaning given to them in the applicable RFQ or the Master Agreement.

Term	Definition
A/E Mentor-Protégé Development Program	The program described in this Guide, administered by Broward Health and incorporated by reference into the applicable RFQ, the Master Agreement and each Service Order to which Broward Health assigns a mentorship requirement.
Mentor	A financially stable design professional firm licensed and in good standing to practice architecture, engineering, interior design or landscape architecture in the State of Florida, with an experienced healthcare design team and in good standing with Broward Health and Broward County. The Mentor firm has demonstrated professional leadership, technical competence in healthcare design and a respected work ethic that will influence a Protégé firm to successfully pursue and complete future projects with Broward Health and in the healthcare design industry.
Protégé	An emerging A/E firm that is willing to learn and to respect the experience of the Mentor, and that holds the licensure or registration required to perform the design services assigned to it under the Mentor-Protégé Work Plan.
CSBV-DP	Certified Small Business Vendor – Design Professional. A Certified Small Business Vendor, as designated by Broward Health or one of its recognized Certification Partners, that also holds a current Florida certificate of authorization or registration to offer architectural, engineering, interior design, landscape architecture or surveying and mapping services, or that provides allied professional design services accepted by Broward Health under this Guide.
Certified Small Business Vendor	Those vendors recognized as meeting the criteria established by Broward Health to be qualified as a local or small business enterprise and certified as such by Broward Health or one of its recognized Certification Partners, as set forth in the applicable RFQ and Broward Health's Small Business Development Policy.
Mentor-Protégé Work Plan	A written description of the type of training and professional development the Mentor will provide to the Protégé during the assignment, including goals, objectives, prioritized action steps, discipline scope, the phases of Basic Services in which the Protégé will participate and the corresponding fee allocation. The Mentor and Protégé jointly develop the Work Plan.
Protégé Assistance	Mentor oversight, instruction and review provided in the following areas: healthcare programming and program verification; existing conditions and field verification; code and regulatory analysis; AHCA, CMS and Joint Commission requirements; FGI Guidelines and FGI Facility Code application; Broward Health Design and Construction Standards; drawing and specification production; BIM and CAD standards and model coordination; interdisciplinary coordination and clash resolution; design-to-budget and probable construction cost estimating; value analysis; life safety, ICRA and ILSM documentation; phasing and work sequencing; medical equipment planning; permitting and authority-having-jurisdiction coordination; bidding and addenda; submittal and RFI review; field observation and punch list administration; record documents and closeout; quality assurance and quality control procedures; professional liability risk management; contract administration; project accounting and invoicing; scheduling; business development and proposal preparation.

Term	Definition
Small Business Program and Advocacy Manager	The person responsible for documenting all CSBV-DP contracting opportunities and for reviewing all CSBV-DP reporting documents. The Manager will conduct project site and office visits and may attend the quarterly Mentor-Protégé meetings.
Owner's Representative	The Broward Health representative identified in the Master Agreement or in each Service Order who is authorized to act on behalf of Broward Health with respect to that Service Order.
Service Order	A written authorization issued by Broward Health to the Consultant for a specific project or study under a continuing services contract, describing the services to be performed, the schedule and deliverables, the compensation and the project-specific requirements, including any mentorship requirement assigned under this Guide.
Basic Services	The architectural and engineering professional services designated as Basic Services under the Master Agreement, organized in the phases of Program Verification and Research/Investigation, Schematic Design, Design Development, 50% Construction Documents, 100% Construction Documents, Bidding and Permitting, Construction Administration, and Project Closeout.
Additional Services	Services authorized by Broward Health beyond Basic Services under the Master Agreement, including but not limited to specialty studies, surveys, medical equipment planning, commissioning support, sustainability certification support and post-occupancy services.
AHCA Reviewable Work Order	A Service Order for a project or portion of a project subject to plan review and approval by the Florida Agency for Health Care Administration, Office of Plans and Construction.
Project-Specific Utilization Percentage	The minimum percentage of the professional design fee for a given Service Order that Broward Health requires the Consultant to allocate to Certified Small Business Subcontractors, as specified by Broward Health on a project-by-project basis in accordance with the RFQ and the Master Agreement.
Design Professional of Record	The Florida-licensed architect, engineer, interior designer, landscape architect or surveyor who is responsible for the preparation of a design segment and who signs, dates and seals the corresponding instruments of service.
Responsible Charge	That degree of control a licensed design professional is required to maintain over professional decisions made personally or by others over which the licensee exercises supervisory direction and control authority.
Electronic Project Management System	Broward Health's owner-provided project management platform (currently e-Builder) through which progress reports, invoices, submittals and program documentation are transmitted.

4. Program Guide

The A/E Mentor-Protégé Development Program is a critical component of Broward Health's capital program and its Small Business Development Policy, so it is particularly important to ensure accountability and accurate reporting. To this end, this Guide clearly defines the roles and responsibilities of all participants and provides instructions for establishing and strengthening the Mentor-Protégé relationship.

This Guide requires joint planning and aims to avoid the burden often associated with reporting requirements. It encourages timely and accurate reporting by:

- Authorizing the Mentor and Protégé to develop their own specific Work Plan within the parameters of this Guide.
- Providing one-page reporting forms to document training experiences.
- Providing scheduling deadlines for Mentor and Protégé reporting in advance.
- Providing a user-friendly reference that aligns with the phases and deliverables already required by the Master Agreement, so that mentorship documentation draws on work the Consultant is performing in any event.
- Empowering the Mentor and Protégé to provide constructive feedback.
- Minimizing duplicate paperwork required of the Mentor to document training, by permitting submittal through Broward Health's Electronic Project Management System.

Order of precedence: In the event of a conflict between this Guide and the RFQ or the Master Agreement, the RFQ and the Master Agreement control. Nothing in this Guide relieves the Consultant of any obligation under the Master Agreement, including the Standard of Care, design-to-budget obligations, schedule obligations or liability for errors and omissions.