

## 0110.06 Facility Studies

Issued January 1, 1994

**SUBJECT:** Facility Studies

**APPLICATION:** Executive Branch Departments and Sub-Units

**PURPOSE:** To establish a uniform procedure for agencies interested in obtaining special studies related to the use and operation of an existing facility or the need for an additional facility/building.

**CONTACT AGENCY:** Department of Management and Budget (DMB), Facilities Administration (FA), Design & Construction Division  
Mason Bldg., 2<sup>nd</sup> Floor, 530 W. Allegan  
Lansing, Michigan 48933

**TELEPHONE:** 517/373-6311

**FAX:** 517/373-3562 (South) or 241-4948 (West)

**SUMMARY:** Executive Branch departments and Sub-units may request DMB, Facilities Administration, Design & Construction Division, to obtain the services of an individual contractor to obtain special studies related to the use and operation of an existing facility or the need for an additional facility.

**APPLICABLE FORMS:** DMB-400, -402, -403, -410, -418, -427, -429, -430, -440, -443, -446, -450, -461, -462, -466, and -467, and the Contract for Professional Services.

### PROCEDURES:

#### Agency:

- Requests funding authorization for special study, expected to result in a major capital outlay expenditure, to the State Budget Office. Special studies include program statements, program development, schematic designs and feasibility studies.

#### State Budget Office:

- Reviews the request and makes a recommendation to the director of the DMB.

#### DMB & State Budget Office Directors:

- Includes request for authorization of the special study in the annual Capital Outlay bill.

#### Legislature:

- Approves Capital Outlay bill.

#### Facilities Administration:

- Prepares Work Order or Miscellaneous Operating Project form to release funds for study.
- Conducts a professional service selection. See Procedure 0110.09.
- Submits a recommendation for professional services contract to the director of the DMB or the State Administrative Board (SAB) for approval.

#### DMB Director/SAB:

Approves contract with Professional Service Contractor.

#### Facilities Administration:

- Obtains appropriate insurances and signatures from Professional Services Contractor and director of the department and the director of Facilities Administration.
- Executes contract.

Professional Service Contractor:

- Prepares study and submits to Facilities Administration.

Facilities Administration and Requesting Agency:

- Reviews study until reaching final acceptance of study deliverables. Submits to Joint Capital Outlay Subcommittee as either approved or not approved.

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