

0110.07 Construction of New Buildings/Facilities

Issued January 1, 1994

SUBJECT: Construction of New Buildings/Facilities.

APPLICATION: Executive Branch Departments and Sub-units.

PURPOSE: To provide agencies with the procedure to obtain new facilities or buildings.

CONTACT AGENCY: Department of Management and Budget (DMB), Facilities Administration (FA),
Design & Construction Division
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SUMMARY: The DMB, Facilities Administration (FA) is responsible for development, oversight, review and approval of the design and construction of new buildings, facilities and renovations for state agencies for which an appropriation or other authorization has been made

APPLICABLE FORMS: DMB-400, -401, -404, -406, -412, -413, -415, -427, -429, -437, 440, -441, -445, -446, -452, -456, -460, -464, -483, -485, -487, and OOB-145.

PROCEDURES:

Agency:

- Obtains funding for the project, either as a line-item appropriation or through lump sum or special maintenance funding. (See Procedure 0110.04).
- Prepares and submits a Work Order or Miscellaneous Operating Project request, including project detail information to DMB, Facilities Administration, including a brief description of the project scope and verification of the funding and requests professional services for design.

FA:

- Conducts professional services selection. See Procedure 0110.09. Makes recommendation to the director of the DMB or the State Administrative Board (SAB) for award of a professional service contract.

DMB Director/SAB:

- Approves award of contract to Professional Services Contractor.

FA:

- Obtains proper insurances and executes contract with Professional Service Contractor (PSC).

PSC:

- Prepares schematic planning documents for review by Facilities Administration and agency.

FA:

- Reviews schematic planning documents.
- Upon review and acceptance by the office and agency, submits planning documents to Joint Capital Outlay Subcommittee (JCOS) for approval, if required.

JCOS:

Procedure 0110.07

Procedure Update: 2/13/2009

- Approves planning documents, if required.
- Authorizes (with Legislature) final design and construction in an appropriation bill (line item projects).

Financial Services (FS):

- Prepares Finance and Claims agenda for release of final planning and construction funds and submits agenda to the State Budget Office (SBO).

SBO:

- Reviews agenda and submits to State Administrative Board (SAB).

SAB:

- Approves or rejects agenda.

FA:

- Conducts periodic review meetings with the agency and Professional Service Contractor, reviewing against legislative intent as well as with functional and other needs.
- Obtains required prevailing wage rates and plan reviews by agencies/departments, if necessary, for inclusion in bidding documents.

PSC:

- Completes final planning and prepares documents for construction bidding.

FA:

- Advertises project for construction bids.

PSC:

- Distributes bidding documents to interested bidders.
- Conducts pre-bid meetings and site walk-throughs, if required, and answers questions and issues addenda, if required.

FA:

- Receives bids and conducts a public bid opening.
- Reviews bids for compliance with state requirements, including bid security, Certificate of Awardability, etc.
- Forwards copies of bids to Professional Service Contractor for review and recommendation of award or rejection of bids.

PSC:

- Reviews bids for compliance with project requirements and makes recommendation either to award the contract or to reject bids, redesign, and re-bid the project, to Facilities Administration.

FA:

- Reviews recommendation and if a contract is to be awarded, prepares an agenda and submits a recommendation to the State Administrative Board or the director of the DMB for approval.

SAB or DMB Director:

- Approves or rejects recommendation for award of contract. If a contract cannot be awarded, the bids will be rejected and the bidders notified of the intended action to redesign and re-bid in the future.

FA:

- Obtains required insurances, bonds, and signatures of all parties for proper execution of the contract with the construction company.

Contractor:

- Constructs project in accordance with the contract documents.

FA:

- Conducts periodic progress meetings with contractor, professional service contractor, and agency.
- Monitors construction progress in accordance with contract documents.
- Engages independent testing services for quality control of work.
- Processes contractual payments.
- Reviews final project close out documents and as-built drawings.
- Ensures that all proper waivers and permits are obtained.
- Submits appropriate close out documents, warranties, and instructional data to the agency.
- Submits bid tabulations to JCOS.

Agency:

- Upon substantial completion, occupies and operates the facility.

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