

0110.08 Additions or Renovations

Issued January 1, 1994

SUBJECT: Additions or Renovations

APPLICATION: Executive Branch Departments and Sub-units

PURPOSE: To establish procedures for construction, minor renovations or additions to existing State-owned buildings costing less than \$1 million.

CONTACT AGENCY: Department of Management and Budget (DMB), Facilities Administration (FA),
Design and 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 additions, renovations, new buildings, and facilities for state agencies for which an appropriation or other authorization has been made.

APPLICABLE FORMS: DMB-400, -401, -404, -406, -412, -413, -415, -426, -429, -434, -437, -440, -441, -445, -446, -460, -464, -483, -485, -487, -489, -495, and -496

PROCEDURES:

Agency:

- When a project involves investigation or remediation of suspected or confirmed environmental issues, the agency should contact the Department of Environmental Quality (DEQ) for direction and assistance.
- Obtains project funding. See Procedure 0110.04.
- Prepares and submits a Work Order or Miscellaneous Operating Project request, including project detail information to the DMB, Facilities Administration, including a brief description of the project scope and verification of the funding to request professional services for design.

Facilities Administration:

- In some instances, Facilities Administration may delegate the responsibility for project management, including obtaining bids back to the agency/department using all applicable requirements and procedures. See Procedure 0110.07.
- Selects Professional Service Contractor, unless the Design and Construction Division determines to use the services provided by the Design Section, Design and Construction Division, DMB Facilities Administration. See Procedure 0110.09.
- Reviews design progress with professional and agency at regularly scheduled intervals.
- Notifies Professional Service Contractor or Design Section to complete final planning.

Professional Service Contractor/Design Section:

- Completes final planning and prepares documents for construction bidding.
- Obtains required prevailing wage rates and plan reviews by agencies/departments, if necessary, for inclusion in bidding documents.

Facilities Administration:

Procedure 0110.08

Update Date: 2/13/2009

- Advertises project for construction bids.

Professional Service Contractor/Design Section:

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

Facilities Administration:

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

Professional Service Contractor/Design Section:

- Reviews bids for compliance with project requirements and makes recommendation for award to Facilities Administration.

Facilities Administration:

- Reviews recommendation and submits to the State Administrative Board (SAB) or the director of the DMB for approval.

DMB Director/SAB:

- Approves contract for construction.

Facilities Administration:

- Obtains appropriate insurances, bonds, and signatures, and executes the contract with contractor.

Contractor:

- Completes project in accordance with the contract documents.

Facilities Administration:

- Conducts periodic progress meetings with contractor, Professional Service Contractor, if any, and agency.
- Monitors construction progress in accordance with contract documents.
- Engages independent testing services for quality control of work, if applicable.
- 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.

Agency:

- Upon substantial completion, occupies and operates the facility.

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