

## 0110.07 Major Building and Facility Design and Construction Projects

Issued: January 1, 1994  
Revised: March 13, 2012

### PURPOSE

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To establish procedures for new building or facility construction and major renovations or additions to state-owned buildings and facilities (where the total project cost exceeds \$1 million).

### APPLICATION

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Executive Branch Departments and Sub-units.

### CONTACT AGENCY

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Department of Technology, Management and Budget (DTMB)  
State Facilities Administration (SFA)  
Design & Construction Division (DCD)  
3111 W. St. Joseph Street  
Lansing, MI 48917

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### SUMMARY

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DTMB State Facilities Administration (SFA) 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

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DTMB-0400 Project Request and Approval

### PROCEDURES

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#### Agency

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- Obtains funding for the project, either as a line-item appropriation, lump sum, special maintenance or operating funding (see Administrative Guide Procedure 0110.04).
- Prepares and submits a Project Request and Approval (DTMB-0400), including project detail information, to DTMB SFA including a brief description and justification of the project scope, verification of the funding, and requests professional services for design.

## **SFA**

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

## **DTMB Director/SAB**

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- Approves award of contract with professional services contractor.

## **SFA**

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- Obtains appropriate insurances and executes contract with professional services contractor.

## **Professional Services Contractor**

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- Prepares schematic planning documents for review by SFA and agency.

## **SFA**

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- 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**

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

## **Financial Services (FS)**

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

## **SBO**

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- Reviews agenda and submits to SAB.

## **SAB**

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- Approves or rejects agenda.

## **SFA**

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- Directs the activities of the professional services contractor and acts as liaison between the professional services contractor and the agency. Conducts periodic review meetings with the agency and professional services contractor, reviewing against legislative intent, for compliance with the agency's functional and other needs, and for compliance with overall state standards and guidelines.
- Obtains required prevailing wage rates and plan reviews by agencies/departments, if necessary, for inclusion in bidding documents.

### **Professional Services Contractor**

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- Completes final planning and prepares documents for construction bidding.

### **SFA**

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- Advertises project for construction bids.

### **Professional Services Contractor**

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- Distributes bidding documents to interested bidders if bidders are unable to download documents from the Bid4Michigan website.
- Conducts pre-bid meetings and site walk-throughs, if required, and answers questions and issues addenda, if required.

### **SFA**

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- 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 services contractor for review and recommendation of award or rejection of bids.

### **Professional Services Contractor**

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

### **SFA**

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- Reviews recommendation and if a contract is to be awarded, prepares an agenda and submits a recommendation to the SAB or the director of DTMB for approval. If a contract cannot be awarded, SFA rejects the bids and notifies the bidders of the intended action, which may involve redesign and future re-bid, issuance of a post-bid-addendum, or project cancellation.

### **DTMB Director/SAB**

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- Approves or rejects recommendation for contract award after SFA resolves questions and issues raised during review. Insoluble issues result in the item being removed from the agenda.

### **SFA**

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

### **Contractor**

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- Constructs project in accordance with the contract documents.

## **SFA**

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- Attends periodic progress meetings with contractor, professional services contractor and agency.
- Monitors construction progress for compliance 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**

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- Upon final completion, occupies and/or operates the facility.

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