

0110.08 Minor Building and Facility Design and Construction Projects

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

PURPOSE

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

APPLICATION

Executive Branch Departments and Sub-units.

CONTACT AGENCY

Department of Technology, Management and Budget (DTMB)
State Facilities Administration (SFA)
Design & Construction Division (DCD)
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Lansing, MI 48917

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SUMMARY

DTMB State Facilities Administration (SFA) 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

DTMB-0400 Project Request and Approval

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 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 and verification of the funding, and requests professional services for design.

SFA

- In some instances, SFA may delegate the responsibility for project management, including obtaining bids, back to the agency/department using all applicable requirements and procedures (see Administrative Guide Procedure 0110.07).
- Selects professional services contractor, unless Design & Construction Division (DCD) determines to use the services provided by the SFA Real Estate Division (RED), Space Coordination Section (see Administrative Guide Procedure 0110.10).
- 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.
- Notifies professional services contractor or RED Space Coordination Section to complete final planning.

Professional Services Contractor/Space Coordination Section

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

SFA

- Advertises project for construction bids.

Professional Services Contractor/Space Coordination Section

- 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

- Receives bids and conducts a weekly 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 or Space Coordination Section for review and recommendation of award or rejection of bids.

Professional Services Contractor/Space Coordination Section

- 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

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

DTMB Director/SAB

- 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

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

Contractor

- Completes project in accordance with the contract documents.

SFA

- Attends periodic progress meetings with contractor, professional services contractor, if any, and agency.
- Monitors construction progress for compliance 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 final completion, occupies and/or operates the facility.
