

**PROJECT PROCEDURES**  
DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET  
State Facilities Administration  
Design and Construction Division  
Mailing Address: P.O. Box 30026, Lansing, MI 48909  
Street Address: 3111 W. St. Joseph Street, Lansing, MI 48917

AGENCY				
PROJECT NAME / LOCATION				
INDEX NUMBER(S)	AGENCY NO.	PURCHASE ORDER NO.	CONTRACT NO.	FILE NUMBER(S)
ORGANIZATIONAL MEETING DATE			CONTRACT SUBSTANTIAL COMPLETION DATE	
<b>REPRESENTATIVES</b>				
STATE FACILITIES ADMINISTRATION REPRESENTATIVE ( <b>PROJECT DIRECTOR</b> OR MANAGER)			TELEPHONE NO./CELL NO./FAX/E-MAIL	
FIELD REPRESENTATIVE			TELEPHONE NO./CELL NO./FAX/E-MAIL	
PROFESSIONAL SERVICE CONTRACTOR AND ADDRESS				
PROFESSIONAL SERVICE CONTRACTOR REPRESENTATIVE			TELEPHONE NO./CELL NO./FAX/E-MAIL	
AGENCY ADDRESS				
PROJECT AGENCY REPRESENTATIVE			TELEPHONE NO./CELL NO./FAX/E-MAIL	
PROJECT AGENCY SAFETY REPRESENTATIVE				
CONTRACTOR AND ADDRESS				
OFFICE CONTACT			TELEPHONE NO./CELL NO./FAX/E-MAIL	
FIELD CONTACT			TELEPHONE NO./CELL NO./FAX/E-MAIL	
CONTRACTOR SAFETY REPRESENTATIVE – 24 HOUR CONTACT			TELEPHONE NO./CELL NO./E-MAIL (MUST list 2 numbers)	
DTMB MANAGED / OWNED FACILITY EMERGENCY CONTACT NUMBER: _____.				
EMERGENCY CONTACT NUMBER FOR PROJECT AGENCY / FACILITY: _____.				

## PROFESSIONAL SERVICE CONTRACTOR REQUIREMENTS

The Professional Service Contractor (PSC) is required to submit a project inspection sheet (DTMB-0452) for all site visits to the project. These sheets shall be submitted to the Project Director or Field Representative for signature, when billing for field hours.

### CONTRACTOR REQUIREMENTS

1. Subcontractors and suppliers, if not previously submitted, the Contractor shall submit, within \_\_\_\_\_ days, to the PSC, the Project Director, and the Field Representative, in accordance with the Contract.
2. Schedule of values, if not previously submitted, the Contractor shall submit, within \_\_\_\_\_ days, to the PSC, the Project Director, and the Field Representative, in accordance with the Contract. No progress payments will be made prior to receipt and approval of a schedule of values.
3. Progress schedule, if not previously submitted, the Contractor shall submit, within \_\_\_\_\_ days, to the PSC, the Project Director, and the Field Representative, in accordance with the Contract.
4. Shop drawings and samples to be submitted to the PSC for review. The number of copies required is \_\_\_\_\_. The PSC will distribute as discussed. No work shall be put in place without prior review by the PSC as per the Contract.
5. Pay requests, shall be submitted including purchase order number, to the Project Director, Field Representative, and the PSC. The State will furnish payment vouchers (DTMB-0440). Processing sequence will be as follows:
  - a. Field Representative will review the payment rough draft with the PSC and initial the blue copy of the final payment request.
  - b. The payment request, which has the Field Representative's initials, is to be sent to the PSC.
  - c. The PSC will review and, if in agreement, will certify and send the payment request to the Project Director.
  - d. Final payments should not be submitted until all close out documents have been submitted and reviewed. Contract close out requirements are outlined in the contract. A contractor closeout check list is attached to assist the contractor in successfully completing the project.
6. The Contractor shall submit a substantial completion request by letter to the PSC with copies sent to the Project Director and Field Representative. The contractor shall develop a work completion list and finish said work prior to submission of a substantial completion request.
7. Liquidated damages for this project are \$ \_\_\_\_\_ per day after the date of Substantial Completion, and \$ \_\_\_\_\_ per day after the date of Final Completion, \_\_\_\_\_.
8. A Builders' Risk Policy is not provided by the State of Michigan, however it is the Contractor's responsibility to provide insurance as required by the Bonding Company and per the Contract.

## AGENCY REQUIREMENTS

1. The agency shall mark any and all known locations of utilities in the contract work area. (This does not relieve the Contractor of any contract responsibilities; i.e., calling Miss Dig or specific Contractor locator service requirements.)
2. The agency shall move or relocate furnishings, window coverings, or agency equipment, if so specified, as required for the Contractor to perform their contract duties.
3. The agency shall provide the necessary security oversight and access to the project site as required for the Contractor to perform their contract duties.
4. The agency shall provide "As-Built" information, if available, to the Contractor.
5. The agency shall follow through on Warranty issues as stated on the "Warranty Policy" of the Department of Technology, Management and Budget.
6. Agency shall provide an asbestos report if one exists.

## PRIOR TO STARTING WORK

1. The Contractor must purchase ALL REQUIRED PERMITS from the appropriate agencies, necessary for the proper execution of the work, prior to starting work on the project site. Evidence that the permits have been purchased shall be furnished to the PSC, Project Director, and the Field Representative before starting work.
2. The Contractor is to review with the agency its operating procedures, parking requirements, storage areas, working conditions, etc.
3. The contractor shall submit Safety Data Sheet's (SDS's) to the agency in accordance with the Michigan Occupational Safety and Health Act (MIOSHA), General Industry Standard Part 92, Construction Standard Part 42, also General Industry and Construction Health Standard Part 430. This includes but is not necessarily limited to paints, solvents, roofing materials, or anything of a chemical nature. All SDS Sheets must be submitted prior to the delivery of any of these materials to the project site.
4. Prior to beginning work on site the Contractor shall install all required barricades, signs, and warning devices. The Contractor shall also post the Contract Prevailing Wages, Safety information, and employment notifications on the site.
5. SOIL EROSION / SEDIMENTATION & STORM WATER CONTROL MEASURES -  
The Department of Technology, Management and Budget is an Authorized Public Agency per the requirements of PA 451 of 1994, Part 91 as amended and no other local or county SESC permits are required. For projects which include an earth disturbance greater than one acre, or which lie within 500 lineal feet of a lake, stream or wetland area (waters of the State), the contractor must submit an SESC Implementation Plan to the DTMB SESC Unit **prior to the initiation of any earth change** activities at the site. Upon review of the implementation plan submitted by the Contractor, the DTMB SESC Program representative will issue an "Authorization to Proceed with Earth Change", which must be posted at the project site. Upon receipt of this authorization, the Contractor may begin earth change activities unless there is an MDEQ NPDES Storm Water Permit required for the project. For projects which include an earth disturbance of 5 acres or more, the Contractor is required to obtain an MDEQ Water Bureau NPDES Storm Water Permit **prior to the initiation of any earth change** activities. The MDEQ Water Bureau NPDES Storm Water Permit will have an associated fee cost.

## HEALTH AND SAFETY

The Preconstruction Safety Checklist (attached) will be reviewed by the Project Director, Project Agency Rep, the Project Safety Rep and General Contractor. A copy of the Preconstruction Safety Checklist shall be posted in a visible location at the project site.

## PROCEDURE FOR PROPOSED CHANGE ORDERS

Except in an emergency endangering life or property, no deviation from the contract documents will be allowed without the issuance and approval of the following documents:

1. The PSC will fill out a bulletin request (DTMB-0485). This bulletin request form shall be addressed to the PSC from the Project Director. After the Project Director and authorized agency representative approves the bulletin request, the PSC shall issue a Contract Bulletin to the Contractor. Copies of the Bulletin shall be sent to the Project Director and the Field Representative.
2. Upon receipt of the bulletin, the Contractor shall promptly (per specifications) prepare and submit a quotation to the PSC with copies sent to the Project Director and the Field representative. The Contractor shall reference the Bulletin number on their quotation. The quotation must be itemized and include:
  - a. Description of quantities and costs of materials.
  - b. Hours of labor, rates (including fringe benefits) and total labor cost.
  - c. Equipment rental charges.
  - d. Contractor's overhead and profit (per the specification requirements).
  - e. Subcontractors to follow the same itemization as above.
  - f. The Contractor's signature is required on quotation.
3. After review and evaluation, the PSC will submit a recommendation letter (accompanied by signed copy of the quotation, bulletin, and bulletin request) to the Project Director with a copy to the Field Representative and the Contractor.
4. Upon completing a review, the Project Director and/or the Field Representative will draft a contract change order that will be processed by the DTMB. The DTMB will issue a Contract Change Order to the Contractor.

## TESTS

The Owner may provide testing services for those materials required to meet quality control standards specified in the contract. The Contractor will be responsible for testing required to meet code requirements of code inspecting authorities. Copies of the results of either testing methods to be distributed to the PSC and the Project Director with a copy to the Field Representative.

## PROGRESS MEETINGS

Progress meetings will be held on the (first, second, third, or fourth)/(Monday, Tuesday, Wednesday, Thursday, or Friday) of each month at \_\_\_\_\_ a.m./p.m., unless otherwise notified.