

State of Michigan
Administrative Guide to State Government

0110.06 Facility Studies

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PURPOSE

To establish a uniform procedure for agencies interested in obtaining special studies related to the use and operation of an existing facility or the need for an additional facility.

APPLICATION

Executive Branch Departments and Sub-units.

CONTACT AGENCY

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

Executive Branch Departments and Sub-units may request DTMB State Facilities Administration (SFA), Design & Construction Division to obtain the services of a professional services contractor to provide special studies related to the use and operation of an existing facility or the need for an additional facility.

APPLICABLE FORMS

Contract for Professional Services (form number may vary)

[DTMB-0400-SF Project Request and Approval – Single Funding](https://stateofmichigan.sharepoint.com/teams/insidedtmb/work_/DTMB%20Forms/Project%20Request%20and%20Approval%20-%20Single%20Funding.docx)

(https://stateofmichigan.sharepoint.com/teams/insidedtmb/work_/DTMB%20Forms/Project%20Request%20and%20Approval%20-%20Single%20Funding.docx)

[DTMB-0400-MC Project Request and Approval - Multiple Coding Blocks](https://stateofmichigan.sharepoint.com/teams/insidedtmb/work_/DTMB%20Forms/Project%20Request%20and%20Approval%20-%20Multiple%20Coding%20Blocks.docx)

(https://stateofmichigan.sharepoint.com/teams/insidedtmb/work_/DTMB%20Forms/Project%20Request%20and%20Approval%20-%20Multiple%20Coding%20Blocks.docx)

Request for Proposal/Lump Sum (form number may vary)

REFERENCES

[Administrative Guide Procedure 0110.09 Professional Services \(Major Projects\)](https://www.michigan.gov/documents/dmb/0110.09_181591_7.pdf)

(https://www.michigan.gov/documents/dmb/0110.09_181591_7.pdf)

PROCEDURES

Agency

- Requests funding authorization for special study, expected to result in major capital outlay expenditure, to the State Budget Office (SBO). Special studies include program statements, program development, schematic designs and feasibility studies.
- Prepares Project Request and Approval (use DTMB-0400-SF for single funding sources and use DTMB-0400-MC for multiple funding sources) to release funds for study unless the project has a direct appropriation.

SBO

- Reviews the request and makes a recommendation to the director of DTMB.

DTMB Director and SBO Director

- Includes request for authorization of the special study in the annual Capital Outlay bill.

Legislature

- Approves Capital Outlay bill.

SFA

- Prepares DTMB-0400 to release funds for study for projects with a direct appropriation.
- Conducts a professional service selection (see Administrative Guide Procedure 0110.09 Professional Services (Major Projects)).
- Submits a recommendation for professional services contract to the director of DTMB or the State Administrative Board (SAB) for approval.

DTMB Director/SAB

- Approves award of contract with professional services contractor.

SFA

- Obtains appropriate insurances and signatures from professional services contractor, the department director of the requesting agency and the director of SFA.
- Executes contract.

Professional Services Contractor

- Prepares study and submits to SFA.

SFA and Requesting Agency

- Reviews study until reaching final acceptance of study deliverables. Submits to Joint Capital Outlay Subcommittee (JOCS) as either approved or not approved.
