State of Michigan
Administrative Guide to State Government

0110.08 Minor Building and Facility Design and Construction Projects

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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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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-SF Project Request and Approval - Single Funding

DTMB-0400-MC Project Request and Approval - Multiple Coding Blocks

REFERENCES

Administrative Guide Procedure 0110.04 Allocation of Project Funding

Administrative Guide Procedure 0110.07 Major Building and Facility Design and Construction Projects

Statewide Integrated Governmental Management Applications (SIGMA) Website

PROCEDURES

Agency

- When a project involves investigation or remediation of suspected or confirmed environmental issues, the agency should contact the Department of Environment, Great Lakes, and Energy (EGLE) for direction and assistance.
- Obtains project funding (see Administrative Guide Procedure 0110.04 Allocation of Project Funding).
- Prepares and submits a Project Request and Approval (use DTMB-0400-SF for single funding sources and use DTMB-0400-MC for multiple funding sources), 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 Major Building and Facility Design and Construction Projects).
- 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.

Professional Services Contractor

- 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

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

SFA

- Receives bids through SIGMA VSS and posts bid results on Design and Construction's website (this step does not apply to University and Community College self-managed projects).
- 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

- 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.