

State System of Higher Education Facilities Manual

Volume VIII-B Department of General Services Facilities Projects Administration

The Department of General Services' (DGS) administration of facilities projects begins with receipt of a work request for System-funded projects (see Management Directive 625.9) or Request for Project Action for projects funded with capital appropriations. The work request identifies the funds availability for the work. For capital appropriation act projects, the Secretary of DGS requests release of design funds from the Office of the Budget based upon the request for project action. After release of funds, or with the funds source identified in the work request, the professional selections committee is requested to recommend three firms from those who responded to the advertisement to design the work. The Secretary of General Services selects the firm to design the project from the three recommended. If the Secretary chooses to delegate the project to the State System for administration of the design and construction, delegation would most likely occur at this point in the process. If the project is delegated, the State System signs a memorandum of understanding for administering the project. The project is then administered according to the agreement using State System contract administration procedures. The design work is then initiated with the selected professional. During the design phase, System institutions should play a proactive role in the process as the client or owner of the project to ensure the project satisfies the institution's requirements.

After design completion, DGS publicly advertises the project, publicly receives bids or proposals, and awards contracts. State System institutions may enter into a memorandum of understanding before or after bidding to add funds to the project to ensure the institution's requirements are satisfied by the project.

During construction, DGS administers the contract for contractor compliance with the provisions of the contract. State System institutions should continue to play a proactive role in the process as the owner of the facility. The State System should participate in job conferences, review the quality of work provided with the DGS inspection force, and advise DGS of the operational impact the work has on the institution's routine work schedule.

After receipt of the completed project, the State System institutions should confirm that all punch list items are completed, ensure that the institution's financial responsibilities are closed for the project, and administer the warranty provisions of the contract. State System institutions should obtain all operating and maintenance manuals, receive instruction in operating the installed equipment, and acquire copies of "as built" drawings. The institution should obtain or prepare a maintenance schedule and a life cycle maintenance profile for the project, as described in Volume VI-D.