

	DEPARTMENT OF ADMINISTRATIVE SERVICES POLICY MANUAL ISSUING DIVISION: FACILITIES DIVISION	NUMBER 125-6-220
		EFFECTIVE DATE March 1, 1998
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SUBJECT: AGENCY SERVICE PROJECTS		APPROVAL

PURPOSE: To establish procedures for providing assistance and management services to state agencies for consultant selection, construction planning, architectural and engineering support, construction project management and real estate services.

POLICY: Agencies requiring assistance in consultant selection, construction planning, architectural services, engineering services, construction project management services and real estate services for approved projects may request such services of the Division in writing. The Division may agree to provide the requested services and enter into an agreement with the requesting agency to provide either Agency Service or Technical Service for the projects. The Division may provide requested services directly, using its own personnel, or it may employ architectural, engineering, surveying, materials testing and other professional consultants. The Division may prepare a [Project Management Authorization Form #125605](#), and send it to the requesting agency for concurrence of the project.

The fees of the Division for managing the requested project will be based on an hourly wage rate, including OPE, for the Project Manager and clerical support in addition to normal office and administrative expenses. Any expenses related specifically to the project will be billed at cost to the requesting agency. Such reimbursable expenses include costs for travel and transportation, printing, long distance telephone calls, etc. which are required to manage the project. Agencies will be invoiced for the costs incurred.

PROCEDURE

Responsibility

Action

State Agency

1. Secures initial Capitol Planning Commission approval for the project, when required by the rules of the Commission and/or ORS 291.224.
2. Secures legislative approval and funding for the project.
3. Requests consultant selection, planning, architectural, engineering, real estate, or construction management services from the Division in writing. Provides the Division with the following information:

- a. Brief description of proposed project;
- b. Certification of funds availability and project budget amount;
- c. Project completion date or schedule required;
- d. Description of services required from the Division, including whether or not agency desires the Division to provide Technical Service or Agency Service.

State Architect and Project
and Property Management
Section, Facilities Division

1. Receives and evaluates the request for services, ascertaining the reasonableness of funding for the proposed project.
2. If the project is accepted, prepares an agreement outlining the nature and scope of the services to be provided, and the timing of reimbursement by completing and transmitting a Project Management Authorization Form #125605.
3. Receives from the requesting agency a signed copy of the Project Management Authorization Form #125605.
4. Assigns Project Management staff to the project.
5. Performs services within the scope of the agreement and authorized finds. Assures that the Department does not exceed its expenditure limitation for the project.
6. Agency Service Projects: Estimates quarterly expenditures and notifies agency of funds to be transferred to the Projects Account of the General Services Operating Account, whichever is appropriate and designated by the Division. Invoices agency for the Project costs, Division's services and reimbursable expenses.

Technical Service Projects: Invoices agency for the Division's services and the reimbursable expenses only. Assures that all contracts name the agency as the party responsible for contract costs.

7. Biennially establishes rates for the Division's project management fees.