

## 0110.06 Facility Studies

Issued: January 1, 1994  
Revised: March 13, 2012

### PURPOSE

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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

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Executive Branch Departments and Sub-units.

### CONTACT AGENCY

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Department of Technology, Management and Budget (DTMB)  
State Facilities Administration (SFA)  
Design & Construction Division (DCD)  
3111 W. St. Joseph Street  
Lansing, MI 48917

Telephone: 517-284-7910

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### SUMMARY

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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

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Contract for Professional Services (form number may vary)

DTMB-0400 Project Request and Approval

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

### PROCEDURES

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#### Agency

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- 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.

#### SBO

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

## **DTMB Director and SBO Director**

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

## **Legislature**

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- Approves Capital Outlay bill.

## **SFA**

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- Prepares Project Request and Approval (DTMB-0400) to release funds for study.
- Conducts a professional service selection (see Administrative Guide Procedure 0110.09).
- Submits a recommendation for professional services contract to the director of DTMB or the State Administrative Board (SAB) for approval.

## **DTMB Director/SAB**

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- Approves award of contract with professional services contractor.

## **SFA**

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- 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**

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- Prepares study and submits to SFA.

## **SFA and Requesting Agency**

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

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