

CHAPTER 7 - ON-CALL CAPITAL IMPROVEMENT PROJECTS

1.0 General Information

- 1.1 The purpose of on-call services is to provide state agencies with a means of assigning projects of smaller scope and budgets without advertising for each project. By statute each on-call architectural project is limited to \$500,000 and each on-call engineering project is limited to \$250,000.
- 1.2 Policies and procedures contained in this section are applicable to projects designed by an on-call project architect or project engineer; an agency architect or agency engineer; or a DFM project architect or project engineer.
- 1.3 When requesting payment, the on-call project architect or project engineer shall submit to state agency an invoice in accordance with the fee negotiations and information provided on the next page.
- 1.4 DFM will submit an invoice to each agency for services completed by DFM project architects and project engineers.

2.0 Meeting Minutes

- 2.1 The project architect or project engineer shall take minutes of each project meeting throughout all phases of a project and promptly forward typed copies of the minutes to the state agency and/or contractor.

3.0 Project Checklist

- 3.1 Following is a checklist for the project architect and/or project engineer to use during the design and document phases of a project.
 - Review project program to verify construction estimate and notify the agency when program exceeds the estimated cost of construction.
 - Study site limitations when required.
 - Submit all proposed consultants to state agency for approval.
 - Attend meetings with the agency representatives and consultants when requested.
 - Establish project schedule for completion of design, construction documents and construction that is acceptable to the state agency.
 - Ascertain pertinent information from state agency for ancillary services such as site survey, utility information, geological investigation, hazardous abatement, etc.
 - Obtain code reviews and acceptance of code footprint.
 - With advice from the state agency, determine if plans and specifications will be prepared with a single construction contract or whether multiple construction contracts should be let separately for demolition, hazardous abatement, or engineering contracts for mechanical, electrical, plumbing, fire suppression, etc.

4.0 Submittal Requirements

- 4.1 All costs for review sets, including re-submittals, shall be the responsibility of the project architect or project engineer.
- 4.2 The project architect and/or project engineer shall make any revisions and re-submittals deemed necessary by the agency within the negotiated scope of work.

END OF CHAPTER 7

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