

DPW Informational Seminar

Spring 2016



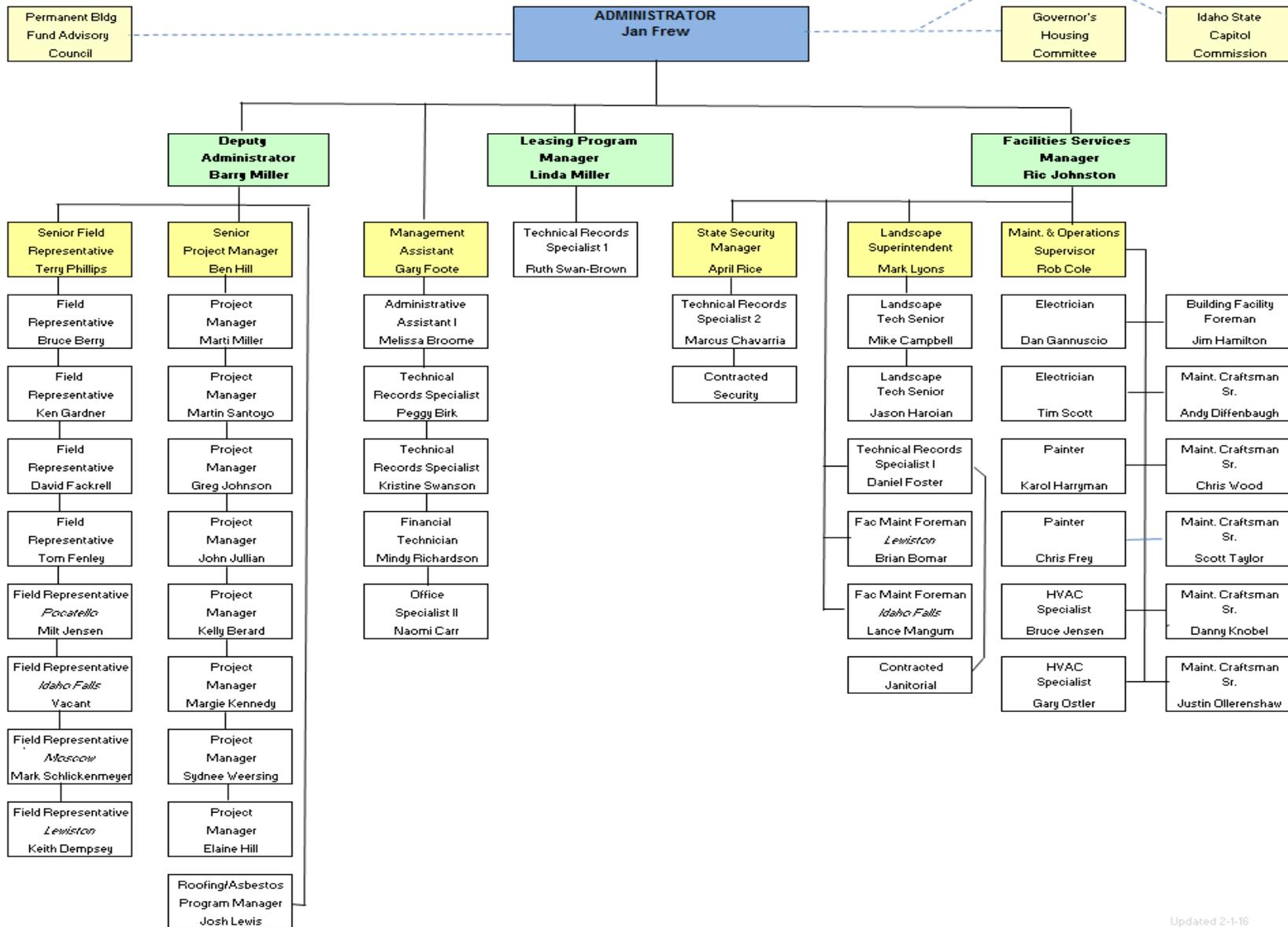
INTRODUCTION AND OVERVIEW



DIVISION OF PUBLIC WORKS

Chapter 34 of the Idaho Session Laws of 1974, created the Department of Administration and the Division of Public Works (DPW). The Division was charged with the construction, alteration and repair of, as well as the provision of equipment and furnishings for, any and all public buildings and works for state agencies except in the case of the University of Idaho. Added to the DPW duties were the negotiations for and approval of all leases for office space to be used by the various state departments, agencies, and institutions in the State of Idaho. DPW was further charged with the management of the State Capitol Mall.

DPW ORGANIZATION



PERMANENT BUILDING FUND

AUTHORITY – IC 57–1108

- *Permanent Building Fund (PBF) Created – Use of Fund*
- *To which shall be deposited all revenues derived of this act.*
- *Dedicated for the purpose of building needed structures, renovations, repairs to and remodeling of existing structures at the several state institutions and for the several agencies of state government.*

PERMANENT BUILDING FUND

Funding Sources:

- Income Tax Filing Fee (Corporate and Individual)
- Portions of Cigarette, Alcohol, and Sales Taxes
- Half of the Lottery Dividends
- Interest Income from the Budget Stabilization Fund
- Capitol Mall Parking Receipts
- Transfers from the General Fund
- Other Miscellaneous Sources

DIVISION OF PUBLIC WORKS

- Design and Construction
(Permanent Building Fund)
- Facilities Management
(Capitol Mall Complex)
- Statewide Leasing of Space

FY17 APPROPRIATION STATUS

- PBFAC/ Governor's Recommendations
- Adjustments at JFAC
- FY17 Appropriation



FUNDING PROCESS FOR DPW PROJECTS

APRIL: Department of Administration solicits agency Capital Budget requests for next fiscal year.

JUNE, First Submittal: Data for a preliminary overview and a brief description with an estimated budget.

JUNE/JULY: Review preliminary project list with DPW Project Manager or Field Representative.

AUGUST, Second Submittal: Completed forms due to DPW.

SEPTEMBER: Preliminary list of agency requests for the next fiscal year funding is submitted to the Governor's office.

OCTOBER: Agencies present the next fiscal year funding requests to the Permanent Building Fund Advisory Council (PBFAC).

NOVEMBER: PBFAC takes formal action on its next fiscal year Capital Budget recommendations to the Governor.

NOVEMBER: The Permanent Building Fund Advisory Council's Capital Budget project rankings for next fiscal year are forwarded to the Division of Financial Management, which, in turn, forwards the rankings to the Governor's office.

JANUARY The Governor's recommendations are forwarded to the Joint Finance-Appropriations Committee.

DPW Administrator presents Capital Project Budget requests to the Joint Finance-Appropriations Committee.

FEBRUARY: Joint Finance-Appropriations Committee Capital Project Budget recommendation is presented to the Legislative bodies

MARCH: Appropriations Bill is passed.

APRIL- MAY: New projects are set up.

WHAT IS & IS NOT FUNDED

PBFAC intends that PBF are to be used for the construction, enhancement, improvement, modification, and/or maintenance of those parts of state facilities that are needed to improve life safety, enhance programs, and maintain the useful life of the facility and are permanent elements of the facility. This may include equipment that is hardwired, plumbed, bolted to or in some other way affixed to the structure of the facility and requires the services of a trained technician to install; but excludes equipment and furniture that is not hardwired, plumbed, bolted, or otherwise affixed to the structure of the facility.

This policy applies only to projects using PBF monies and does not necessarily apply to solely agency funded projects administered by DPW.

TYPES OF PROJECTS

- Capital Projects
- Alteration & Repair
 - Roofing
 - Paving
- ADA Compliance
- Asbestos



OCTOBER PRESENTATION TO PBFAC

- Typically 10-15 Minutes
- Opportunity to *SELL* Need
- No Need to Explain More than Top Four or Five Requests

The background features a technical drawing of a mechanical part, possibly a shaft or a component with a flange, rendered in blue lines. A white ruler is visible on the left side, showing measurements in millimeters. The entire scene is overlaid with a semi-transparent blue rectangle. The text 'DELEGATED PROJECTS' is centered within this blue area in a bold, white, sans-serif font.

DELEGATED PROJECTS

DELEGATED PROJECTS

AUTHORIZATION

Idaho Code Section 67-5710A (2) allows the Administrator to delegate control over design, construction, and all other aspects of a Public Works or Maintenance project which costs less than \$150,000 to agencies of state government on a project-by-project basis, subject to the approval of the Permanent Building Fund Advisory Council (PBFAC).

- The Agency must comply with all public works statutes and all applicable codes and regulations.
- Standard documents adopted by DPW are to be used for professional service and construction contracts.
- Submit plans and specifications to code authorities and obtain approval prior to bidding.
- Advertise the project as required by law, and proceed with the bidding process. Hold a public bid opening.
- Submit tax report form to the Idaho State Tax Commission.
- Provide for site inspection by approved code inspectors (building, electrical, mechanical).

WORKING TOGETHER EFFECTIVELY



DPW PROJECT MANAGER RESPONSIBILITIES

- Project Scope
- Project Budget
- Project Schedule

DPW FIELD REPRESENTATIVE RESPONSIBILITIES

- Observe Construction Activities
- Changes
- Substantial Completion

Department Of Administration Division Of Public Works REPORT OF DEFICIENCY OBLIGATION				DPW Project No.	Project Title		
General Contractor				Project Location			
Design Professional				Date Of Substantial Completion			
THE FOLLOWING PROJECT DEFICIENCY HAS BEEN NOTED							
Description Of Deficiency	Noted By	Date	Emergency or Critical Repair	General Contractor Notified			
				Electronically Sent	BY	DATE	INDIVIDUAL CONTACTED
<i>Only one (1) Deficiency Obligation Per Report</i>							
Project Deficiency Report No.	Signature (Agency Representative)			Date			
<i>Original report of deficiency obligation is to be sent electronically by the Agency to the General Contractor for correction and action. Copies need to be sent electronically to the Design Professional, DPW Boise Office, and to the DPW Field Representative for assistance in resolving the deficiency obligations.</i>							
REPORT OF CORRECTIVE ACTION TAKEN AND REPORTED BY THE GENERAL CONTRACTOR							
Date Corrected	Corrected By	Type Of Corrective Action/Comments					
<i>General Contractor is to return this report of deficiency obligation to the Agency when the deficiency is corrected. The Agency is to send electronic copies of this report to the Design Professional, DPW Boise Office and DPW Field Representative when deficiency is corrected by the General Contractor.</i>							
Agency's Acceptance of Corrective Work by the Contractor or Subcontractor			Signed (Agency)			Date	

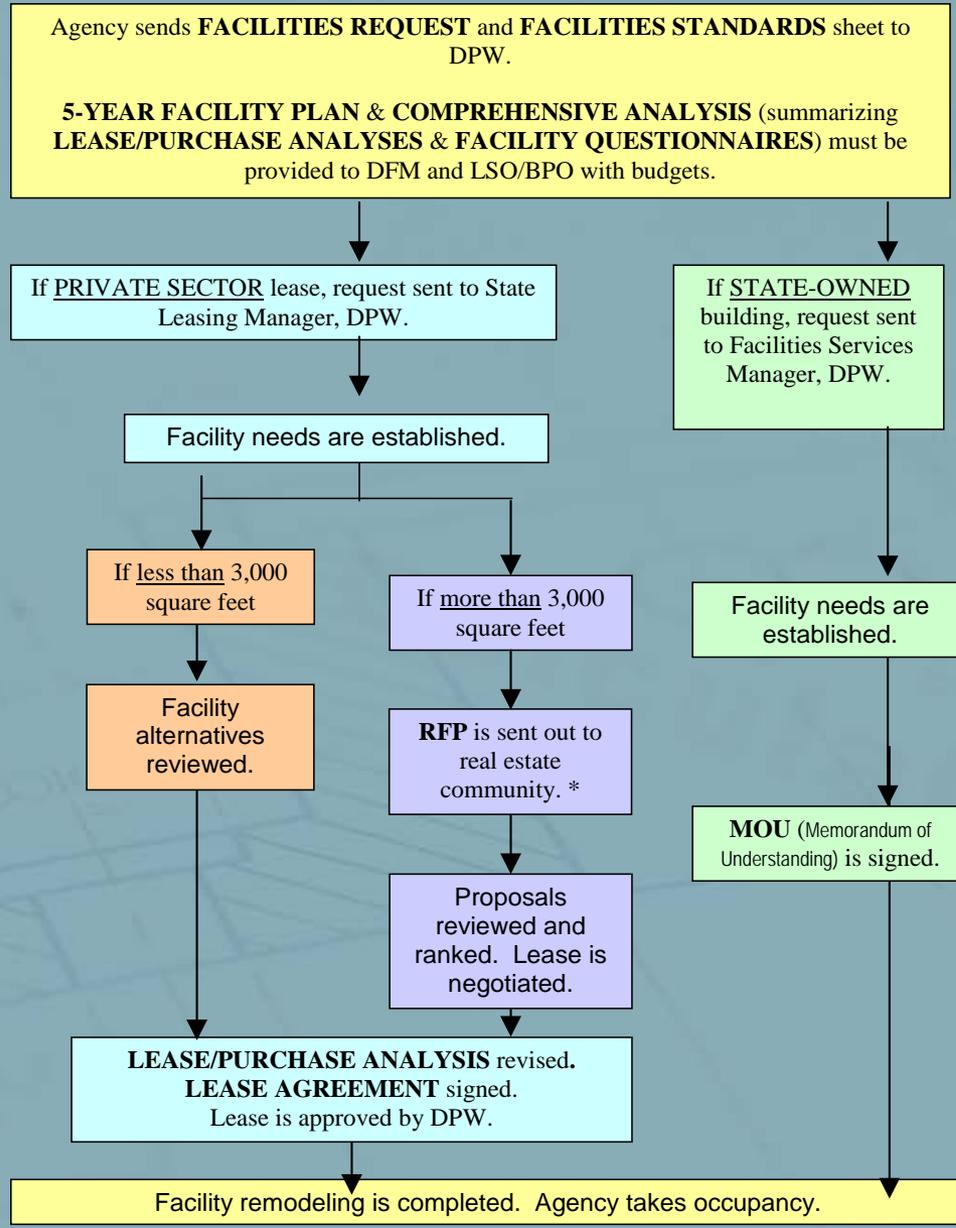
AGENCY RESPONSIBILITIES

- Project Funding
- Project Goals
- Warranty Period

STATE LEASING



LEASING AND SPACE UTILIZATION
THE LEASING PROCESS



* RFP must be approved by Permanent Building Fund Advisory Council. Any anticipated additional costs associated with any proposed relocation must be reviewed by Division of Financial Management.

FACILITY STANDARDS SHEET

AGENCY: _____ **LOCATION:** _____
CURRENT SQ FT: _____ **CURRENT FTE:** _____ **PROJECTED FTE:** _____

Area/Room	# of FTE	Max. Sq Ft/FTE	Total	Hard Walls** or Open Office***	# Data Ports	# Phone Ports	Remarks
HARD WALL OFFICE:							
Division Administrator/ Director of Commission		200		Hard Wall			
Bureau Chief/ Regional Mgr, Director of Board		144		Hard Wall			Deputy Attorney Generals
OPEN OFFICE AREA:							
Professional Staff		100 - 120		Open Office			Hard-Wall Office permitted if confidentiality is required.
Adjunct Desk Area (Staff in office less than 60% of the time)		50 - 70		Open Office			
Clerical Staff		80 - 100		Open Office			
Clerical Pool		80		Open Office			
Receptionist		100		Open Office			
SPECIALTY AREAS:							
Waiting Area/per person	#	Sq Ft	Total Size				
Conference/per person		15 - 20		Hard Wall			Conferences shld be occupied 15 hrs or more per wk
File Storage Active Files Only - Generally 6 sq ft per cabinet							Inactive files shld be stored off-site
Classroom/per person		15					
Group Rm/per person		30					
Evidence Storage							
Library							
Mail Rm and office supplies							
IT/Phone Rm and Storage				Hard Wall			
Break Rm -				Hard Wall			Coffee bars if office is < 5,000 sq ft.
Laboratory							
Equipment Storage							(Not in finished area)
Other:							
Sub-Total							
** Add 25%							
*** Add 20%							
TOTAL USABLE SQ FT - NEED TO ADD NET RENTABLE FACTOR							
	FTE		SQ FT/FTE:				

Open Office Space is the standard design approach. This reduces current construction costs, improves heating and cooling flexibility, and lessens future remodeling costs. Hard walled offices for staff below the Bureau Chief level requires written justification.

PARKING REQUIRED: _____ **EMPLOYEE:** _____ **CLIENT:** _____ **STATE VEHICLES:** _____
PREPARED BY: _____ **DATE:** _____
AUTHORIZED BY: _____ **DATE:** _____

**RATING FACTORS
OFFICE AND RETAIL FACILITIES**

AGENCY NAME:			
Handicap Access (Yes/No)		*No* may disqualify property)	
RATING Total = 100	FACTOR	EXPLANATION OF FACTOR -	REC'D RANGE
Cost*	Load Factor	Percent of usable to net rentable area. (Typically rent is based upon net rentable area)	0% to 10%
Cost*	Rent-1 st year	Budget is \$ _____. Lease/Purchase analysis Cost Ratio will need to be considered.	10% to 15%
Cost*	Rent-1st 5 yrs	Budget is for \$ _____. Fits within 5-year plan. Lease/Purchase Analysis Cost Ratio will need to be considered.	10% to 15%
Cost*	Rent Escalation Provisions	Rate increases, if any, should be capped. Pass-throughs on bldg. expenses (taxes, insurance, common area maintenance).	0% to 5%
Cost*	Offeror Incentives	Renewal options, free rent, reimbursement of moving costs, etc. Can be figured on a per square foot basis to obtain effective lease rate.	0% to 5%
Cost*	Finish Allowance	Must be adequate to cover agency requirements. (For new Const. should be approx. \$40/SF; \$4 will cover new carpet and paint in a remodeled space).	0% to 5%
Cost*	Free Parking	What, if any, will the cost be for the parking? Figure on a per sq ft basis – (Cost per space x 12 months, divided by 250 sq ft.)	0% to 10%
Const.	Site Issues	Are utilities available to the site? Is the zoning appropriate? Any known environmental or Const. issues? Does site drainage appear to be adequate?	0% to 5%
Const.	Property Amenities	On-site conference facility, break room, fitness facilities, library, on-site storage provided at no or reduced cost to tenants.	0% to 5%
Const.	Exterior Condition	Maintenance and condition of building.	0% to 10%
Const.	Adequate Sq Ft	Size and usability of space. Floor plate size, # of stories of bldg. may be issues. (Could also be used as a "Yes" or "No")	0% to 10%
Const.	Interior Condition	Maintenance and condition of building.	0% to 10%
Const.	Expansion Capability	Is a First Right of Refusal on adjacent space provided? Has agency grown extensively in this area? Multi-tenant bldgs may provide more flexibility than a single-user bldg.	0% to 5%
Const.	HVAC & Energy	Anticipated cost of energy and efficiency of heating and air conditioning system.	0% to 5%
Const.	Security	Safety of employees, clients & equipment (exterior lighting, security service, controlled access, fenced parking areas).	0% to 10%
Const.	Offeror Qualifications	Experience & financial ability to construct or remodel a facility, property mgmt experience.	0% to 5%
Const.	Parking	Adequate for clients and employees? Would there be a delivery area available?	0% to 10%
Location	Adjacent Uses	Are surrounding uses professional in nature? Will there be any noise or odor issues? Is the property in a flight pattern?	0% to 5%
Location	Employee Accessibility	Is the property easy to access? Is the property close to a major thoroughfare? Will traffic in the area create a problem?	0% to 10%
Location	Visibility	Is visibility critical to this operation?	0% to 3%
Location	Bus Line	Is the property close to a bus line?	0% to 5%
Location	Collocation I	Proximity to federal, state, local agencies offering reciprocal services.	0% to 3%
Location	Public Access	Easy to find? Close to a major thoroughfare? Traffic problems? Consider both auto and pedestrian access.	0% to 10%
Other	Agency	Other special requirements unique to Agency,	0% to 5%
Other	Purchase Option	Depending on location and 5-year plan, a "No" response from proposed Offeror might disqualify property from further consideration.	0% to 10%
Other	Quality	Are there any incomplete items? Are there any inconsistent items?	0% to 3%
TOTALS			100%

*Cost is recommended to be 30% to 45% of the total ranking.

DPW

CONTACT INFORMATION

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QUESTIONS?





THANK YOU
FROM THE TEAM AT DPW

dpw.idaho.gov