

# Guidelines for Delegated Projects

May 2014



State of Idaho Division of Public Works

# DELEGATED PROJECTS AUTHORIZATION AND PROJECT PROCEDURES

## AUTHORIZATION

Idaho Code §67-5710A(2) allows the Administrator to delegate control over design, construction, and all other aspects of a Public Works 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).

## PBFAC DELEGATION OF AUTHORITY

For projects up to \$80,000, the Administrator of the Division of Public Works (DPW) may proceed with delegation, with the stipulation that a report of the delegation be made to the Council at the next regularly scheduled PBFAC meeting.

### Requirements and Limitations

- A designated signature authority of the requesting State agency shall make requests for delegation in writing. Letters of request should include estimated project start and completion dates and are to be accompanied by a Delegated Project Set-Up Sheet delineating the scope of work and project budget.
- The State agency shall assume all responsibility for project budgets and shall receive funds appropriated for the project.
- The State agency must comply with all public works statutes and all applicable codes and regulations.
- The State agency must comply with guidelines and procedures of DPW and the PBFAC for project design and construction.
- State agencies may not use Permanent Building Fund contingency funds unless specifically approved by the PBFAC.
- Sole source or limited competition is not allowed without prior written authorization of the DPW Administrator.
- Standard documents adopted by DPW are to be used for professional service and construction contracts.

## PROCEDURES

- Following approval of delegation, either by the DPW Administrator or the PBFAC, the Administrator will inform the agency in writing.
- Unless in-house design by registered professionals within the state agency has been approved, the agency is to proceed with the selection of the design professionals as required by law and authorized by the PBFAC. This can be accomplished by use of the DPW pre-selected Regional Design Professionals, selection by the DPW mid-range process, or by advertising and issuing requests for qualifications.
- If other than in-house professionals or the DPW Regional Professional Contracts are used, the Design Professional must be approved by the PBFAC prior to contracting with them.
- 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.
- Evaluate the bids and determine low-responsive bidder.
- If bids cause the project to exceed the \$150,000 limit of authorization for delegation of projects, report to the PBFAC for increased budget approval prior to award of contract.
- Prepare and issue contracts, and proceed with construction.
- Submit tax report form to the Idaho State Tax Commission.
- Provide for site inspection by an approved code inspector.
- Make all payments to design professionals and contractors in a timely manner.
- Conduct final inspections and obtain releases.
- Submit a final project accounting to DPW within sixty (60) days of completion for reporting to the PBFAC.
- Return all unused Permanent Building Funds to DPW.

Sample: [Agency Request & Approval - Completed](#)

*SAMPLE*  
*LETTER OF REQUEST*  
*FOR DESIGN AND CONSTRUCTION*  
*DELEGATED PROJECT*

DATE

Administrator  
Division of Public Works  
Post Office Box 83720  
Boise, Idaho 83720-0072

Subject: Request for Delegation for (Type of Work and Location)

Dear Administrator:

(Name of Agency) would like to request that a DPW project be delegated to (Type of Work and Location).

(Describe the project and state why the work is necessary.)

The estimated total project cost is (Dollar Amount). The source of funding for the project is (Name the Source). It is anticipated that the project will have a construction start date of (identify an approximate date) and will be substantially completed by (identify an approximate date).

Design services for the project will be provided by (Name the Source).

Enclosed is a completed Delegated Project Set-Up Sheet for this project.

Please contact me at (Phone Number) if you have any questions.

Sincerely,

(Agency Signature Authority)  
(Title)

Enclosure

COORDINATOR \_\_\_\_\_

## DELEGATED PROJECT WORKSHEET INITIAL SETUP

**DPW USE ONLY**

DPW PROJECT NO. \_\_\_\_\_ **D** \_\_\_\_\_ DATE \_\_\_\_\_

PROJECT TITLE \_\_\_\_\_

FIELD REPRESENTATIVE \_\_\_\_\_

FUNDS AUTHORIZED \_\_\_\_\_ CODING \_\_\_\_\_

**AGENCY CONTACT:** \_\_\_\_\_

**DESIGN PROFESSIONAL:** \_\_\_\_\_

**DPW FIELD REP:** YES \_\_\_\_\_ NO *(IF NO, NAME INSPECTOR)* \_\_\_\_\_

**ESTIMATED START OF CONSTRUCTION DATE:** \_\_\_\_\_

**ESTIMATED SUBSTANTIAL COMPLETION DATE:** \_\_\_\_\_

**SCOPE OF WORK:**

---

---

---

---

---

---

---

---

**SPECIAL INFORMATION, COMMENTS** (including Request for In-House Design and/or In-House Construction):

---

---

---

---

c: PM, Field Rep, Management Asst, Receptionist, Fiscal

Date: \_\_\_\_\_

# PROJECT BUDGET

PROJECT NUMBER: \_\_\_\_\_ **D**

PROJECT TITLE: \_\_\_\_\_

CATEGORY	BUDGET
(AE) A/E FEES	
(AR) A/E REIMBURSABLE	
(CM) CONSTRUCTION MANAGER	
(MR) MGR REIMBURSABLE	
(CS) CONSULTANT	
(CR) CONSULT REIMBURSABLE	
(TC) TESTING DURING CONST	
(CC) CONSTRUCTION CONTRACT	
(CO) CONTINGENCY & C.O.	
SUBTOTAL CC+ CO	
(EQ) EQUIPMENT	
(M1) MISCELLANEOUS 1	
(M2) MISCELLANEOUS 2	
(M3) MISCELLANEOUS 3	
(CY) PROJECT CONTINGENCY	
(PC) PLAN CHECK	
(AD) ADVERTISING	
(SS) SITE SURVEY	
(SI) SOIL INVESTIGATION	
<b>TOTAL</b>	

Under the supervision and direction of the Administrator of the Division of Public Works, all public works laws and procedures will be followed in the administration of this public works project. Further, I will present to the Permanent Building Fund Advisory Council a request for Design Professional selection (if required), and review and approval of the preliminary plans and specifications, and the final plans and specifications. I acknowledge funds transferred are for the purpose of completing this project, and any remaining funds at completion will be returned to the Permanent Building Fund.

**Signature:** \_\_\_\_\_