

DPW Informational Seminar

Spring 2011



INTRODUCTION AND OVERVIEW

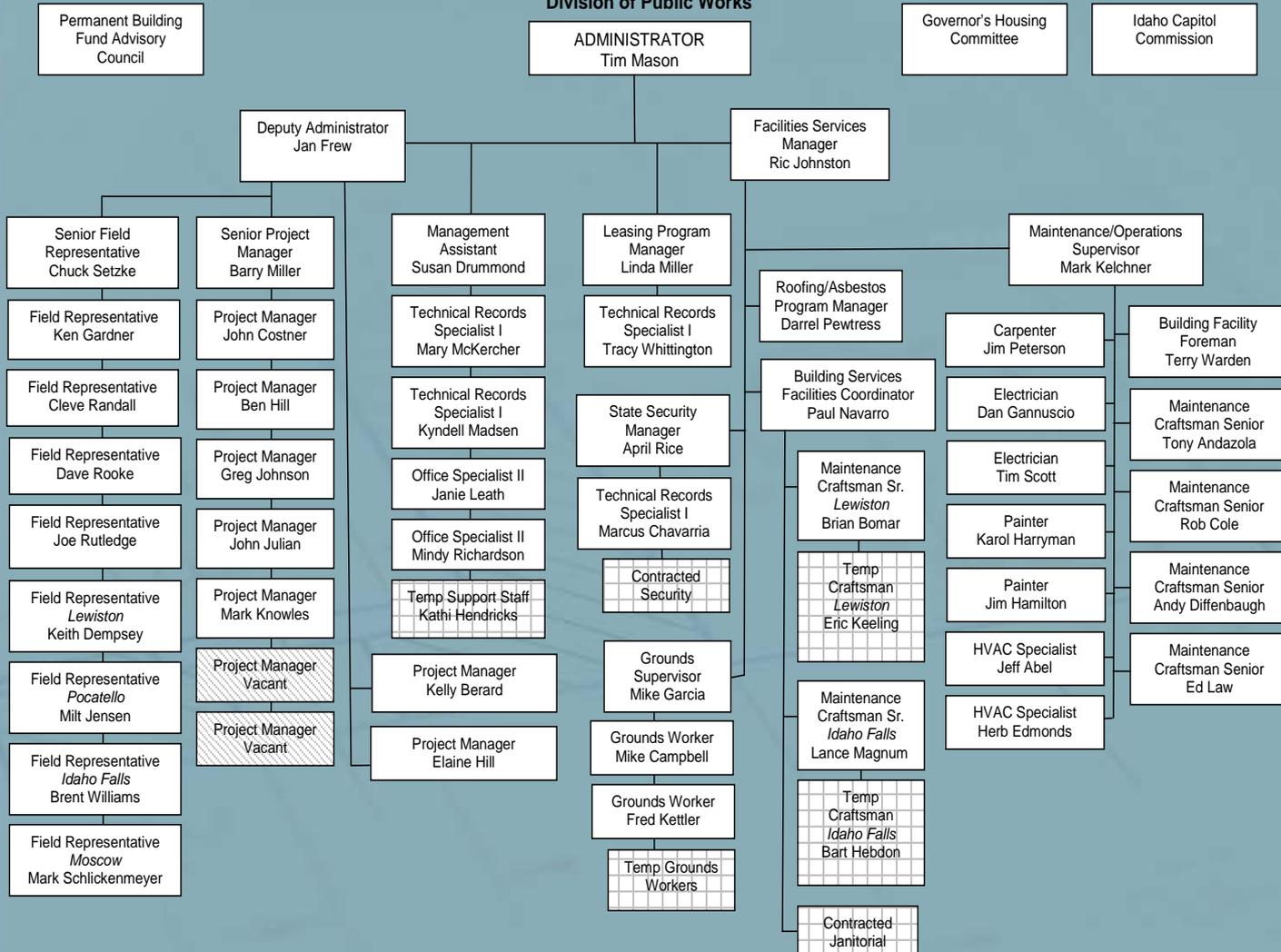


DIVISION OF PUBLIC WORKS

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

DEPARTMENT OF ADMINISTRATION Division of Public Works



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

ANNUAL FIVE YEAR FACILITIES PLAN & STATE LEASING



FIVE-YEAR FACILITY NEEDS PLAN, pursuant to IC 67-5708B

AGENCY INFORMATION

| | | | |
|-------------------|--|------------------|------|
| AGENCY NAME: | | | |
| Division/Bureau: | | | |
| Prepared By: | | E-mail Address: | |
| Telephone Number: | | Fax Number: | |
| DFM Analyst: | | LSO/BPA Analyst: | |
| Date Prepared: | | For Fiscal Year: | 2016 |

FACILITY INFORMATION (please list each facility separately by city and street address)

| | | | |
|--|----------------------------------|--------------------------------|----------------|
| Facility Name: | | | |
| City: | | County: | |
| Street Address: | | Zip Code: | |
| Facility Ownership: (could be private or state-owned, use "X" to | Private Lease (use "X" to mark): | State Owned (use "X" to mark): | Lease Expires: |

FUNCTION/USE OF FACILITY: Could be administrative use, client counseling, hearing rooms, field offices, etc. Address any specialized needs which require additional square feet.

COMMENTS: Address reasons for expanding or relocating; amount of space leased to other state agencies, federal agencies, etc. & the amount of rent they pay for the use of your facility; or other comments which might be helpful.

SURPLUS PROPERTY: Facilities to be disposed of and funds re-utilized for building replacement or renovation of facilities. This could also include leased facilities if the leased facility is to be vacated prior to the expiration date of the lease.

| FISCAL YR: | ACTUAL 2011 | ESTIMATE 2012 | REQUEST 2013 | REQUEST 2014 | REQUEST 2015 | REQUEST 2016 |
|---|-------------|---------------|--------------|--------------|--------------|--------------|
| Use "X" to mark the year facility would be surplus. | | | | | | |

WORK AREAS: Work areas are areas occupied by full-time employees, contractors, seasonal employees, auditors, etc. (3 people working in one building would be 3 work areas)

| FISCAL YR: | ACTUAL 2011 | ESTIMATE 2012 | REQUEST 2013 | REQUEST 2014 | REQUEST 2015 | REQUEST 2016 |
|---|-------------|---------------|--------------|--------------|--------------|--------------|
| Total Number of Work Areas: | | | | | | |
| Full-Time Equivalent Positions: | | | | | | |
| Temp. Employees, Contractors, Auditors, etc.: | | | | | | |

SQUARE FEET: Use "net rentable" sq ft if in a facility leased from a private party; use "usable" sq ft if in a State-owned facility. Typically, this will be the figure shown in the Lease Agreement if leased from a private party or in the MOU if state-owned.

| FISCAL YR: | ACTUAL 2011 | ESTIMATE 2012 | REQUEST 2013 | REQUEST 2014 | REQUEST 2015 | REQUEST 2016 |
|--------------|-------------|---------------|--------------|--------------|--------------|--------------|
| Square Feet: | | | | | | |

FACILITY COST: Include annual rent, plus any facility-related costs, such as utilities, janitorial service, property taxes or building maintenance which are not included in rent payment made to your Landlord. If improvements will need to be made to the facility and will be paid by the agency, this should be included as well. If the lease will be expiring and the future rent is not specified in the lease agreement, increase rent by 3%/yr. Increase all other facility-related costs by 3%/yr as well. Use "[Calculation Sheet](#)" if necessary. Do not include telephone costs or rent discounts. If you anticipate moving to a new facility, you need to take into account any increase in sq ft leased and estimate a new market rate for the new facility. Do NOT use your old rate per sq ft – it may not be a realistic figure.

| FISCAL YR: | ACTUAL 2011 | ESTIMATE 2012 | REQUEST 2013 | REQUEST 2014 | REQUEST 2015 | REQUEST 2016 |
|-------------------------|-------------|---------------|--------------|--------------|--------------|--------------|
| Total Facility Cost/Yr: | | | | | | |

IMPORTANT NOTES:

1. Please fill in the white sections only! If you have any questions, please call Tracy @ 332-1933.
2. Upon completion, please send to Tracy Whittington at the Division of Public Works. This can be emailed to him at Tracy.Whittington@adm.idaho.gov.
3. If you have five or more locations, please summarize the information on the Facility Information Summary Sheet and include this summary sheet with your submittal.

FACILITY STANDARDS SHEET

AGENCY: _____

LOCATION: _____

| Area/Room | # of FTE | Sq Ft / FTE | Total | Hard Walls* (HW) or Open Office** (Open) | # Data Ports | #Phone Ports | Remarks |
|--|----------|-------------|-------|--|--------------|--------------|---------------------|
| HARD WALL OFFICE: | | | | | | | |
| Director of Dept. | | 250 | | HW* | | | |
| Division Administrator | | 200 | | HW* | | | |
| Bureau Chief or Director of Board | | 144 | | HW* | | | |
| OPEN OFFICE AREA: | | | | | | | |
| Regional/Division Mgr | | 144 | | Open** | | | |
| Professional Staff | | 120 | | Open** | | | |
| Adjunct Desk Area (in office less than 60% of the time.) | | 50 to 70 | | Open** | | | |
| Clerical Staff | | 100 | | Open** | | | |
| Clerical Pool | | 80 | | Open** | | | |
| Receptionist | | 100 | | Open** | | | |
| SPECIALTY AREAS: | | | | | | | |
| | Rms | Size | Total | | | | |
| Waiting Area/per person | | 10 | | | | | |
| Conf/per person (joint use by agencies encouraged) | | 15 | | | | | Occupied 15+hrs/ wk |
| File Storage -Active Files Only | | | | | | | |
| Classroom/per person | | 30 | | | | | |
| Group Rm/per person | | 30 | | | | | |
| Therapy Rm/per person | | 30 | | | | | |
| Library | | | | | | | |
| Mail Rm | | | | | | | |
| Computer Phone Rm | | | | | | | |
| Break Rm | | | | | | | |
| Laboratory | | | | | | | |
| Equipment Storage | | | | | | | |
| Other: | | | | | | | |
| Sub-Total | | | | | | | |
| * Add 30% | | | | | | | |
| **Add 25% | | | | | | | |
| TOTAL | | | | | | | |

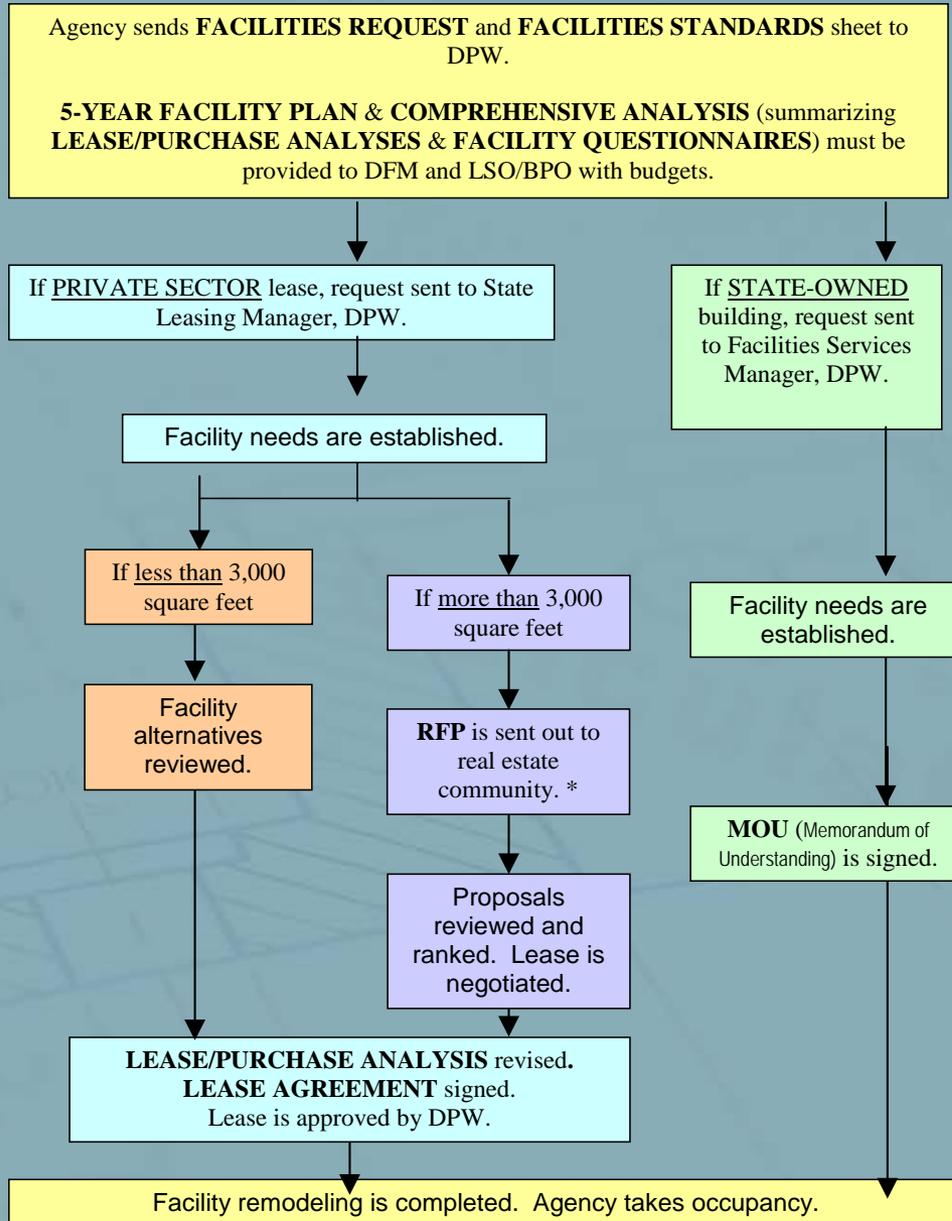
Open Office Space is the standard design approach. This reduces current Const. costs, improves heating and cooling flexibility, and lessens future remodeling costs. Hard walled offices for staff below the Bureau Chief level requires written justification.

PARKING REQUIRED: _____ **EMPLOYEE:** _____ **CLIENT:** _____ **STATE VEHICLES:** _____

PREPARED BY: _____ **DATE:** _____

AUTHORIZED BY: _____ **DATE:** _____

**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.

**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.

Verification of Operating Expense Billings – Also compare to previous year's billing!!!

| OPERATING EXPENSE CALCULATOR | | | | To Verify Amount Billed: | | |
|---|---------------------------------------|--------------------------------------|-------------------------------------|---|------------------------------------|---|
| Increase Over Base Yr: | Base Yr Bill: | | %Leased: | Current Yr Bill – Base Yr Tax Bill x Percent Leased = Amount Billed. | | |
| | Current Yr Bill: | | Amount Billed: | | | |
| Increase Over Base Amount | Base Yr Amount: | | % Leased: | Current Amount – Base Yr Amount x Percent Leased = Amount Billed. | | |
| | Current Amount: | | Amount Billed: | | | |
| Entire Amount | Current Yr Bill: | | % Leased: | Current Yr Bill x Percent Leased = Amount Billed | | |
| | | | Amount Billed: | | | |
| VERIFY FOR ALL BILLINGS (TAX, INSURANCE & OPERATING): | | | | Checked | | |
| If paying on an estimated basis, has a reconciliation of previous bills been received? | | | | | | |
| If vacating this yr, has the billing been adjusted to reflect only a partial yr's occupancy? | | | | | | |
| Is percentage leased correct? Verify with Lease Agreement and any amendments to the lease. If expanded leased area, is billing adjusted for smaller space and then increased for larger space when took occupancy of the larger area? | | | | | | |
| Was bill received within the time frame called for in the lease? | | | | | | |
| Are there any caps on the amount of increase? Are the caps annual or cumulative? | | | | | | |
| Are any late fees or penalties included in the billing from the Lessor? The State should not be responsible for these fees or penalties. | | | | | | |
| Have any additions been made to the property? Has a pad site been developed and is it separately assessed, insured, or lighted? Is the size of the leased area correct? | | | | | | |
| REAL ESTATE TAXES | | | | <i>Tax Billing to be paid:</i> <input type="checkbox"/> Monthly <input type="checkbox"/> Upon receipt of billing | | |
| Billing based on: <input type="checkbox"/> Increase Over Base Year, <input type="checkbox"/> Increase Over Base Amount, <input type="checkbox"/> Entire Amount of Bill | | | | | | |
| Additional Items to Verify (Lessor should include a copy of the tax bills w/ statement) | | | | Checked | | |
| Base Year Tax Bill (or Base Year Amount) should reflect a fully assessed property (i.e., tax bill should show a billing for both land and improvements.) | | | | | | |
| If bill appears to be very high, the following items may be useful: | | | | | | |
| Obtain copy of paid receipt from Lessor. Does it match billing? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | |
| Does the tax bill include any special assessments? <input type="checkbox"/> Yes <input type="checkbox"/> No These are usually excluded from tax billing. | | | | | | |
| Were taxes protested? <input type="checkbox"/> Yes <input type="checkbox"/> No Were the taxes reduced? <input type="checkbox"/> Yes <input type="checkbox"/> No What was the cost to reduce the taxes? \$ ___ = | | | | | | |
| INSURANCE | | | | <i>Insurance Billing to be paid:</i> <input type="checkbox"/> Monthly <input type="checkbox"/> Upon receipt of billing. | | |
| Billing based on: <input type="checkbox"/> Increase Over Base Year, <input type="checkbox"/> Increase Over Base Amount, <input type="checkbox"/> Entire Amount of Bill | | | | | | |
| If bill appears to be very high, the following items may be useful: | | | | | | |
| Obtain copy of paid receipt from Lessor. Does it match billing? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | |
| Obtain schedule of coverage. Does policy cover more than one property? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | |
| Has the insurance increased because of one tenant's use that has a higher risk rating? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | |
| Were there any claims last year? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | |
| OPERATING EXPENSES | | | | <i>Expense Billing to be paid:</i> <input type="checkbox"/> Monthly <input type="checkbox"/> Upon receipt of billing. | | |
| Billing based on: <input type="checkbox"/> Increase Over Base Year, <input type="checkbox"/> Increase Over Base Amount, <input type="checkbox"/> Entire Amount of Bill | | | | | | |
| Types of Expenses To Be Billed: | <input type="checkbox"/> Electricity | <input type="checkbox"/> Sewer | <input type="checkbox"/> Water | <input type="checkbox"/> Lawn Irrigation | <input type="checkbox"/> Trash | <input type="checkbox"/> Capital Expenditures |
| | <input type="checkbox"/> Snow Removal | <input type="checkbox"/> Bldg Maint | <input type="checkbox"/> HVAC Maint | <input type="checkbox"/> Property Mgmt Fee | <input type="checkbox"/> Assoc Fee | <input type="checkbox"/> Common Area Maint |
| | <input type="checkbox"/> Lawn Maint | <input type="checkbox"/> Parking Lot | <input type="checkbox"/> Gas | <input type="checkbox"/> Janitorial | <input type="checkbox"/> Other: | <input type="checkbox"/> Other: |
| If bill appears to be very high, the following items may be useful: | | | | | | |
| Are any utilities specifically attributable to one tenant's operation? <input type="checkbox"/> Yes <input type="checkbox"/> No Has the timing for exterior lighting increased to 24 hours due to the request of one tenant? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | |
| Do any tenants use an extensive amount of water or sewer in their operation (bakeries, photo processing, etc.?) Are these tenants separately metered or sub-metered? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | |
| Was base year amount established when building was being leased up and was not 100% occupied? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | |

FY12 APPROPRIATION STATUS

- PBFAC/ Governor's Recommendations
- Adjustments at JFAC
- FY12 Appropriation



FUNDING PROCESS FOR DPW PROJECTS

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

JUNE 3 First Submittal: Data for a preliminary overview and a brief description with an estimated budget.

JULY 1 Second Submittal: Completed forms due to DPW (review by DPW Field Reps begin)

SEPTEMBER 2 Preliminary list of agency requests for the next fiscal year funding is submitted to the Governor's office.

OCTOBER 4 Agencies present the next fiscal year funding requests to the Permanent Building Fund Advisory Council (PBFAC).

NOVEMBER 3 PBFAC takes formal action on its next fiscal year Capital Budget recommendations to the Governor.

NOVEMBER 10 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
- ADA Compliance
- Roofing
- Asbestos



FORMAT & DEFINING “SCOPE OF WORK”

- Our formats are available on our website: <http://dpw.idaho.gov>
- Context & Scope
 - Concise & Clear
 - Sufficient for Staff Evaluation

OCTOBER PRESENTATION TO PBFAC

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

FY13 FUNDING FOR DPW PROJECTS

- Per Funding Process
- Cautious Optimism
- Consider Size and Scope of PBF Requests

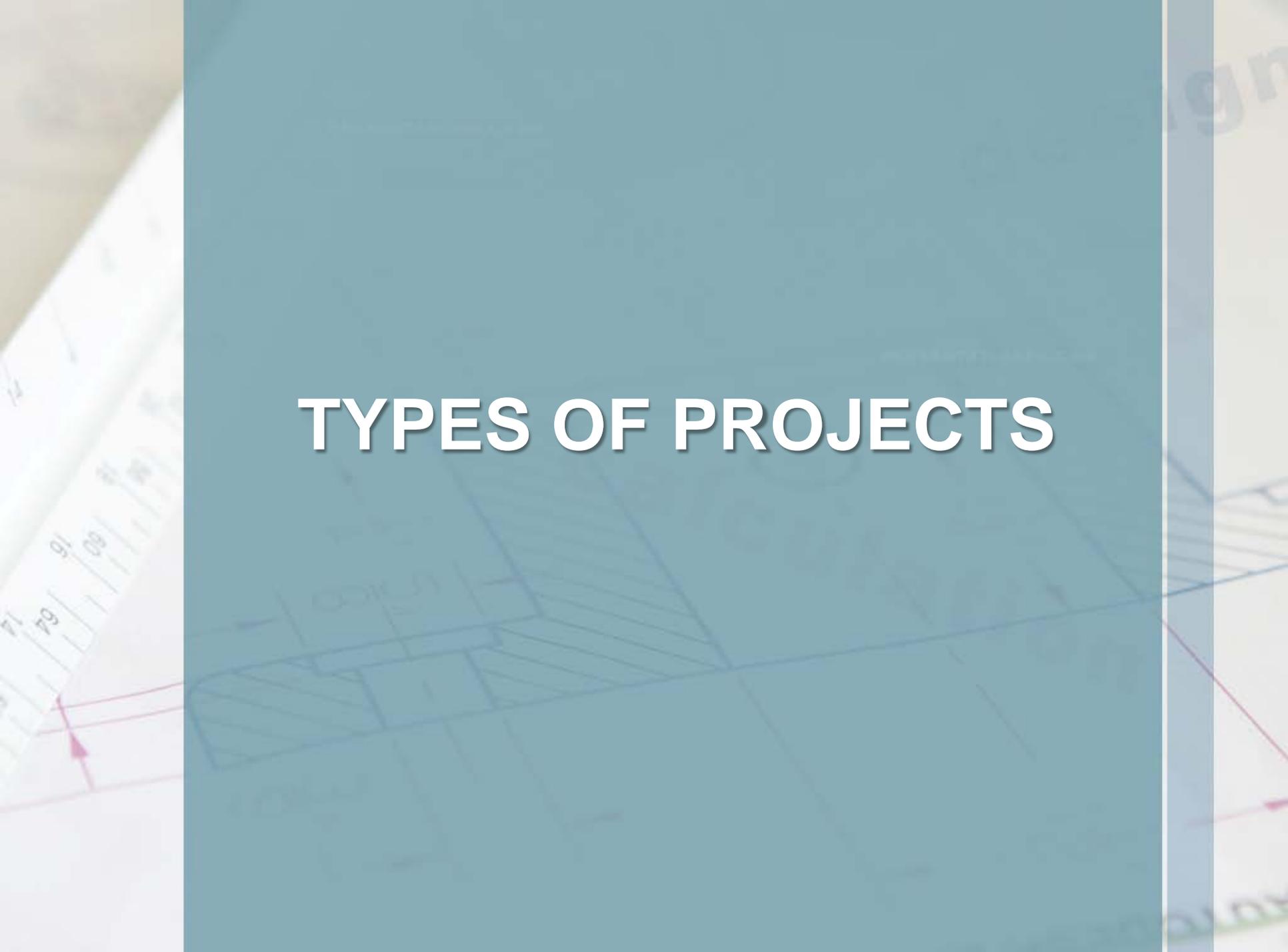
The background features a technical drawing of a mechanical part, possibly a shaft or a similar component, with various lines and dimensions. A white ruler is visible on the left side, showing measurements in centimeters. The entire scene is overlaid with a semi-transparent blue rectangle that serves as a backdrop for the text.

SERVICE CONTRACTS & DELEGATED PROJECTS

SERVICE CONTRACTS

A Service Contract will only be used for services the cost of which is less than \$200,000 per Service Contractor, per project. The total dollar value of Service Contracts used may not exceed \$300,000 per project.

These limits do not apply to floor covering contracts.

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 positioned diagonally on the left side, showing measurements in millimeters. The entire scene is overlaid with a semi-transparent blue rectangle. The text 'TYPES OF PROJECTS' is centered within this blue area in a bold, white, sans-serif font.

TYPES OF PROJECTS

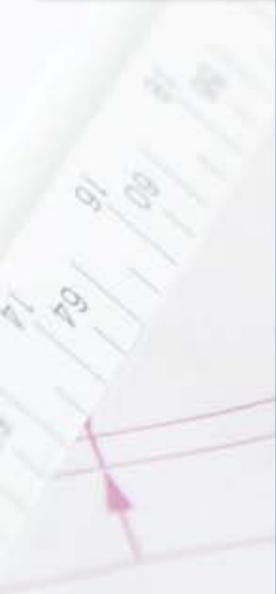
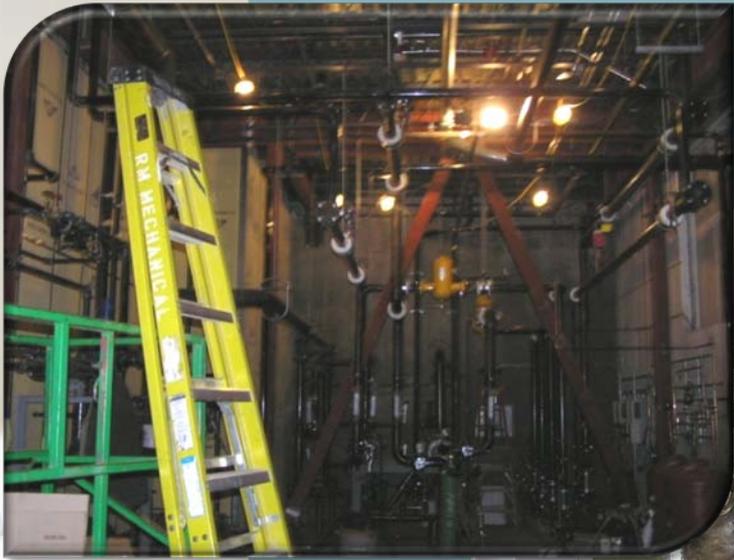
Small Remodels



Electrical



HVAC



Paving/Sidewalks



Carpet/Floor Coverings



- Each Service Contract will be competitively bid; the contract will be for one year with an option for two, one-year extensions.
- Include labor, materials & equipment, or labor only, with the state agency providing the material (materials must go through the Division of Purchasing).
- Each contractor must be properly licensed and bonded.

SERVICE CONTRACTS MAY BE SHARED



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).

DPWEB

YOUR KEY TO
FINANCIAL INFORMATION

<http://dpw.idaho.gov>

Facilities and Construction

Architects and Engineers

- RFQ Opportunities
- RFQ Results
- Selection Process and Criteria
- Instructions for Architects and Engineers

General Construction

- Bid Opportunities
- Bidding Process and Criteria
- Bid Results

Permanent Building Fund Advisory Council

Capitol Mall Services

- Security and ID Badges
- Parking and Transportation
- Conference Rooms
- Schedule Event on Capitol Steps

Capitol Mall Policies

- Posting Materials
- Recycling
- Energy Conservation

Leasing

- Leasing a Building
- Leasing to the State
- Open RFPS

Facilities and Construction Forms

Facilities and

Facilities and Construction

The Division of Public Works (DPW) oversees state-wide facilities management and construction in the various aspects of building, remodeling, maintaining, and leasing state buildings. Additional services such as security and grounds and building maintenance, are also offered within the Capitol Mall. The [Permanent Building Fund Advisory Council](#) may pay all or part of the costs for qualifying construction projects. These funds can be used for construction projects involving new or existing buildings. ([Click here to see Idaho Code 67-5710.](#))

Agencies may submit annual requests for Permanent Building Funds (following the [the budget cycle](#) using [our forms](#) (or the State Board of Education forms [SBOE Agencies]) along with their [annual 5-year facilities plan](#) . Agencies may also use [Maintenance and Service Contracts](#) as allowed by Idaho Code and [Permanent Building Fund Advisory Council Policies](#).

DPW will be conducting an **Informational Workshop Spring 2011 for agencies**. [Click Here](#) to view the Invitation

Construction Projects

DPW: **Design & Construction** is involved with building new state buildings and with maintaining or remodeling existing state buildings for various agencies.

- [Construction Projects: Open Bid Advertisements and Results](#)
- [Design-Consultant Professional Services: Open RFQs and Results](#)
- [Instructions for Architects and Engineers](#)
- [Performance Contracting Program](#)

Roofing Warranty Program

DPW: **Roofing Program** maintains the roofing warranty program. [Click here for more information.](#)

Leasing

DPW: **Facilities Leasing** negotiates and approves all facility leases (including renewals, expansions, and modifications) for state agencies. [Click here to view the facility leasing page.](#)

- State agencies:

Notice to Vendors Contracting for Services

Idaho's Governor has issued an [Executive Order 2009-10](#) that requires contracts for services performed in the State of Idaho are with businesses that employ individuals who are eligible under Federal and State law to work in the United States. The Division of Public Works is developing procedures to assure that this requirement is met.

Facilities Services Brochure

[Click here to download your copy!](#)

Capitol Mall Buildings

DPW: **Facilities Services** provides the following services to Capitol Mall employees, contractors, and visitors. (Capitol Mall buildings include the Capitol building and other state buildings in downtown Boise, as well as Lewiston and Idaho Falls. [Click here for details.](#))

- [Request Building Maintenance.](#)
- [Contact Security.](#)
- [Schedule a Conference Room.](#)
- [Schedule an Event on the steps of the Capitol Building.](#)
- [Arrange for Parking.](#)
- View policies about:
 - o [Posting Information](#)
 - o [Recycling](#)
 - o [Energy Conservation](#)
 - o [Capitol Mall Green Cleaning Initiative](#)

Related Sites

[Office of Energy Resources](#)

[DPW Web Projects Login](#)

 [Click Here](#)

Project Budget Report

| | |
|---|-------------------------------|
| Project Number: 2008342M | Requested By: MARY MCKERCHER |
| Project Title: MIL: RENOVATE READINESS CENTER, IF | Report Date: 16-Mar-11 |
| Agency & Division: MILITARY, DIV OF IDF | |
| Coordinator: MARY MCKERCHER | Project Manager: JOHN COSTNER |
| | Field Rep: BRENT WILLIAMS |
| Project Status: CLOSED | |

| CATEGORY | ORIGINAL | REVISED | OBLIGATED | EXPENDED | BALANCE |
|----------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|----------------|
| (AE) A/E FEES | \$102,000.00 | \$136,397.67 | \$136,397.67 | \$136,397.67 | \$0.00 |
| (AR) A/E REIMBURSABLES | \$10,200.00 | \$6,518.67 | \$6,518.67 | \$6,518.67 | \$0.00 |
| (CM) CONSTRUCTION MANAGER | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| (MR) MANAGER REIMBURSABLES | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| (CS) CONSULTANT | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| (CR) CONSULTANT REIMBURSABLES | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| (TC) TESTING DURING CONSTRUCTION | \$5,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| (CC) CONSTRUCTION CONTRACT | \$1,275,000.00 | \$1,051,293.00 | \$1,051,293.00 | \$1,346,326.80 | (\$295,033.80) |
| (CO) CONTINGENCY & C.O. | \$63,750.00 | \$295,033.80 | \$295,033.80 | \$0.00 | \$295,033.80 |
| SUBTOTAL CC + CO | \$1,338,750.00 | \$1,346,326.80 | \$1,346,326.80 | \$1,346,326.80 | \$0.00 |
| | | | | | |
| (EQ) EQUIPMENT | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| (M1) MISC 1 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| (M2) MISC 2 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| (M3) MISC 3 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| (CY) PROJECT CONTINGENCY | \$31,602.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| (PC) PLAN CHECK | \$4,298.00 | \$3,769.06 | \$3,769.06 | \$3,769.06 | \$0.00 |
| (AD) ADVERTISING | \$150.00 | \$107.80 | \$107.80 | \$107.80 | \$0.00 |
| (SS) SITE SURVEY | \$5,000.00 | \$880.00 | \$880.00 | \$880.00 | \$0.00 |
| (SI) SOIL INVESTIGATION | \$3,000.00 | \$6,000.00 | \$6,000.00 | \$6,000.00 | \$0.00 |
| TOTALS | \$1,500,000.00 | \$1,500,000.00 | \$1,500,000.00 | \$1,500,000.00 | \$0.00 |
| UNUSED AUTHORIZATIONS: | | (\$0.00) | | | |

Export the data to Excel:

Export to Excel

PBFAC FACILITY TOURS



ENERGY, SUSTAINABILITY, & L.E.E.D.

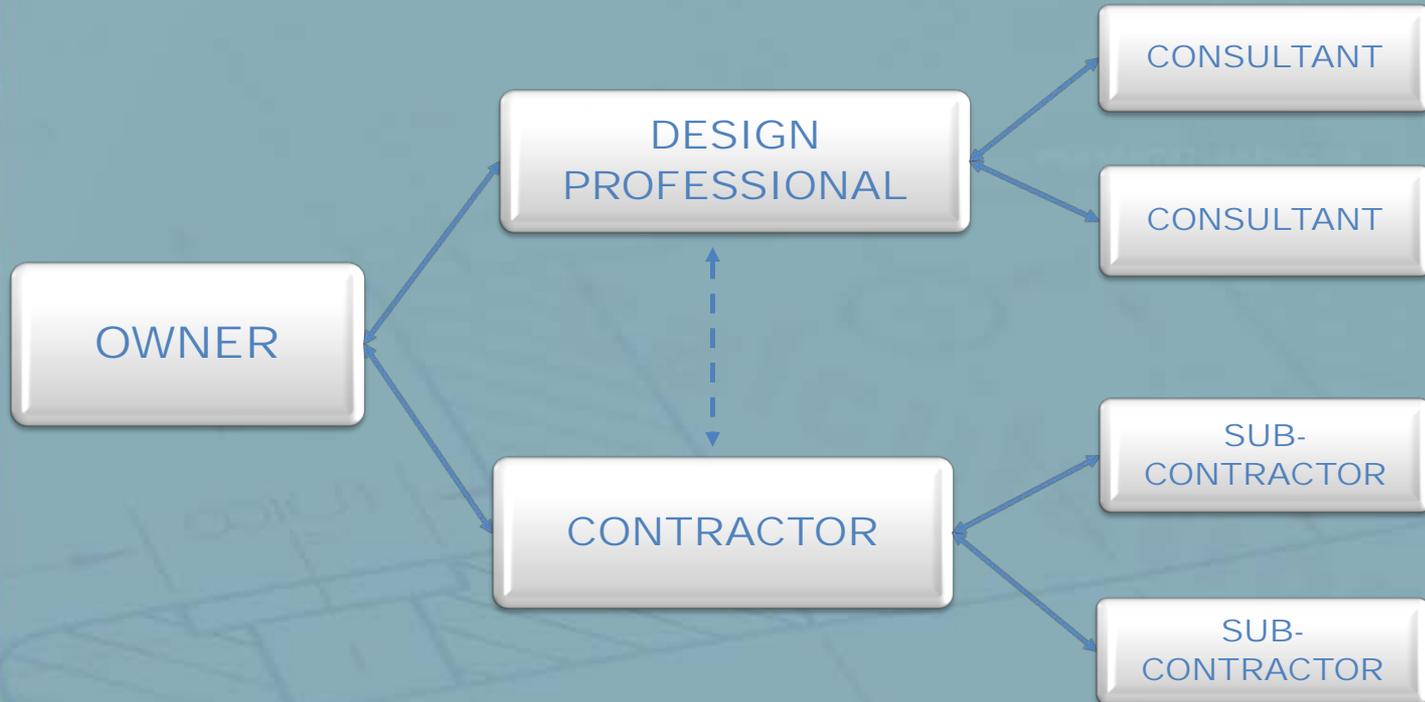


- **ENERGY EFFICIENCY:** *Idaho Code Section 39-2904 – Target 10% to 30% or better efficiency than current codes*
- **SUSTAINABILITY:** Capable of being maintained at a steady level without exhausting natural resources or causing severe ecological damage.
- **L.E.E.D. – Leadership in Energy & Environmental Design:** An internationally recognized certification system providing third-party verification that a building was designed and built to sustainable goals.

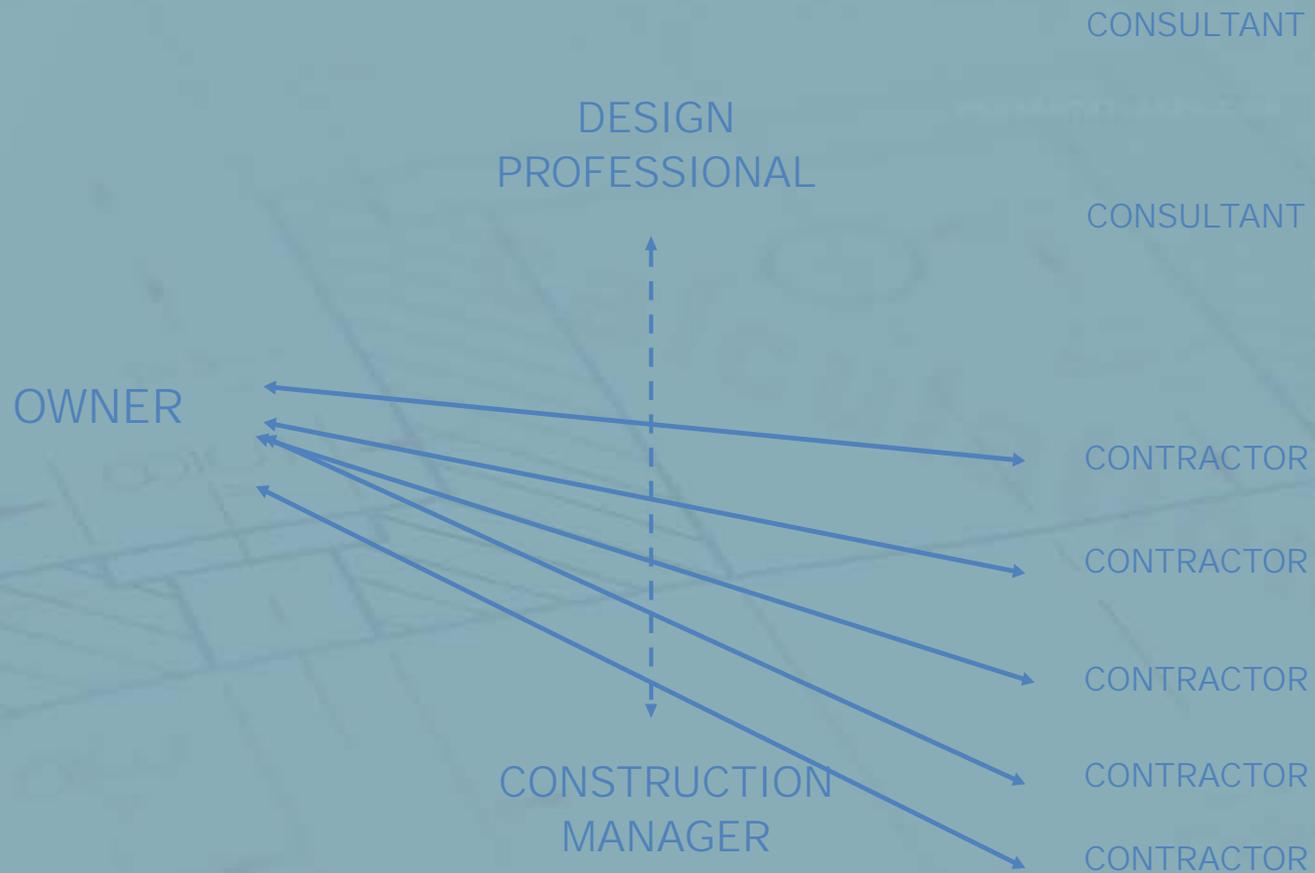
CONSTRUCTION DELIVERY METHODS



DESIGN – BID – BUILD



MULTIPLE PRIME (Construction Manager – Agent)



DESIGN – BUILD

CONSULTANT

CONSULTANT

OWNER

DESIGN/BUILDER

SUB-CONTRACTOR

SUB-CONTRACTOR

WORKING TOGETHER EFFECTIVELY



DPW PROJECT MANAGER RESPONSIBILITIES

- Project Scope
- Project Budget
- Project Schedule

DPW FIELD REPRESENTATIVE RESPONSIBILITIES

- Observe Construction Activities
- Changes
- Substantial Completion

AGENCY RESPONSIBILITIES

- Project Funding
- Project Goals
- Warranty Period

DPW

CONTACT INFORMATION

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502 N. 4th St.

PO Box 83720

Boise, ID 83720-0072

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<http://dpw.idaho.gov>



QUESTIONS?



Thank You from the Staff of DPW



<http://dpw.idaho.gov>