Start Here

Department Identifies Need for Public Works Project

Q: Is the Building DGS Owned?

YES

Department Scopes the Project

Q: Is the Building DGS Owned?

NO

Q: Is the Project a Tenant Improvement?

NO

STOP: Work with the Office Building Manager

Departments in DGS-owned buildings shall not attempt repairs or maintenance on their own.

YES

Q: Does the Department Have Experience with Similar Projects?

NO

Delegation Will Be DENIED

YES

CONDITIONAL Delegation Can Be Granted

Q: Is the Department Capable of Managing Projects?

NO

Delegation Will Be DENIED

YES

FULL Delegation Can Be Granted

Q: Does the Department Have Authority to Perform Design?

NO

Delegation Will Be DENIED

YES

Principal Architect Determines Delegation

Has DGS Building Management approved scope of work?

NO

STOP: Delegation is NOT Possible

YES

Q: Will the Project Materially Impact a Major System?

NO

YES

Q: Is the Project within the Delegatable Amount?

NO

STOP: Delegation is NOT Possible

YES

Department Submits CRUISE with Completed Form 23

Q: Is the Building DGS Owned?

NO

Q: Is the Project within the Delegatable Amount?

NO

Q: Is the Department Capable of Managing Projects?

NO

Delegation Will Be DENIED

YES

Q: Does the Department Have Authority to Perform Design?

NO

Delegation Will Be DENIED

YES

Principal Architect Determines Delegation

DGS has two Principal Architects. One is responsible for delegations in DGS owned/controlled buildings and one is responsible for the balance of the state.

Q: Does the Department Have Experience with Similar Projects?

Delegation Will Be DENIED

YES

Q: Is the Department Capable of Managing Projects?

NO

Delegation Will Be DENIED

YES

Q: Does the Department Have Authority to Perform Design?

Delegation Will Be DENIED

YES

Principal Architect Determines Delegation

Form 23 is Reviewed by Principal Architect

Revise scope to fit Building Manager approval

YES

NO

Has DGS Building Management approved scope of work?

Q: Is the Building DGS Owned?