

SUPPLEMENTAL INSTRUCTIONS FOR REQUESTING AGENCY DELEGATED PROJECTS

OVERVIEW

The current DGS Form 23 process has been created to help agencies and departments evaluate all of a project’s requirements and costs associated with requesting delegated responsibility to provide all aspects of the project delivery. Unlike the process in the past, a Form 23 is intended to be submitted before engaging design services for the project to ensure that the requestor will not needlessly expend funds prior to having a firm commitment from DGS for the anticipated delegation.

The purpose of the Form 23 is to give the requesting department or agency a chance to indicate:

1. The requestor has a clearly defined **Scope, Funding Source and Estimate** for the project.
2. The requestor understands the **Resources and Requirements** needed to properly undertake the project for themselves.
3. The requestor has the proper **Design Capabilities** to undertake the project.

To give DGS the best information possible to approve the delegation request, it is important that the requestor fill out all portions of the Form 23.

PART 1: SCOPE, FUNDING AND ESTIMATE

The image shows a screenshot of the 'REQUEST FOR PROJECT UNDERTAKING BY A STATE AGENCY' form (RESD Form 23). The form is divided into several sections: 'Project Name', 'Request #', 'Date', 'Project Address', 'Work Location', 'Type of Facility', 'Est. Project Cost', 'Project Type/Funding', 'Construction Approach', 'Required Disciplines', 'Required AHS Reviewers', 'BUILDING IMPACTED SYSTEMS', 'SPECIAL PROJECT CONSIDERATIONS', and 'BASIS FOR COST ESTIMATION'. Blue callout boxes with arrows point from the explanatory text on the right to specific parts of the form: 'Detailed Description of the Project' points to the 'DETAILED DESCRIPTION OF THE PROJECT' section; 'Funding' points to the 'Project Type/Funding' section; 'Construction Approach' points to the 'Construction Approach' section; 'Building Impacted Systems' points to the 'BUILDING IMPACTED SYSTEMS' section; and 'Basis for Cost Estimation' points to the 'BASIS FOR COST ESTIMATION' section.

The **Detailed Description of the Project** is the scope of the work and should contain as much information as possible. List in detail all of the work that is to be included in the project. Typical listings of scope should describe: demolition, site or area preparations, phases of work, materials as well as the names of the areas the project effects.

Indicate the **Funding**. If "other" is checked, include a brief description of the funding source inside the **Basis for Cost Estimation** below.

Construction Approach is looking for the answer of who will perform the physical work to complete the project. If "Other" is checked, include a description with the rest of the detailed scope.

Add descriptions here when any of the "**Building Impacted Systems**" boxes are to be checked.

Briefly describe the process used to arrive at the **Estimated Project Costs**. Typical descriptions will include cost per

square foot averages, service provider quotes for work to be performed, past experience with projects of the same scope and size. Be sure to include contractor costs for insurances, overhead and incidentals. This is also where you will provide more explanation for the funding type.

PART 2: RESOURCES AND REQUIREMENTS

REQUEST FOR PROJECT UNDERTAKING BY A STATE AGENCY
RES Form 23 (Rev 10-17)

Project Name: [Insert Name] Request #: [XXXX-DeptAbbrev-Sequential#(0000)]
 Project Address: [Insert Address] Date: [XX/XX/XX]
 Work Location: [Identify floor #s, etc. where work will occur] Dept: [Insert Department Name]
 Type of Facility: [Ex: Office Building, Fire Station, Police Station, etc.] Contact: [Insert Contact Person Name]
 Est. Project Cost: [XXXX.X] Phone: [XXX-XXX-XXXX]
 Email: [Insert full email]

DETAILED DESCRIPTION OF THE PROJECT:
Describe the project's scope in detail.

PROJECT DETAILS:
 Minor Capital Outlay
 Support Funded
 Section 6.1
 Other

Construction Approach:
 Contractor
 Conservation Corps
 Direct Construction UNIT
 Other [Describe Unit/Description]

Required Disciplines:
 Civil
 Architectural
 Structural
 Electrical
 Mechanical
 Specialty Consultants

Required AHJ Reviews:¹
 SFM
 DSA
 OSHPD
 CDPH
 SHPO

BUILDING IMPACTED SYSTEMS?²
 Fire/Life Safety Accessibility Structural Mechanical Electrical

SPECIAL PROJECT CONSIDERATIONS:
 Hazmat Abatement Required Involves Demolition

BASIS FOR COST ESTIMATION:
Briefly describe the process used to arrive at the Estimated Project Costs. If the project is not Minor Capital Outlay, Support Funded, or funded from Section 6.1 of the Budget Act, detail the funding source here.

¹ Code inspections and CEQA documentation shall generally not be delegated and be performed by DGS.
² Projects in DGS-managed buildings that materially impact any of these systems shall not be delegated, except in rare instances.

All applicable boxes should be checked for **Required Disciplines**. If you are contracting with one consultant such as an architect, you must still list the other disciplines (consultants) that the architect must use to produce a complete set of documents. List titles of **Specialty Consultants** in the **Detailed Description** box.

Required **AHJ** Reviews must be fully indicated. Leaving all boxes blank is an indication that the requestor does not understand the responsibilities of the project work they are seeking to undertake. At a minimum, the State Fire Marshall (SFM) will be checked for 99% of all jobs as there are no code exceptions to their review of projects altering State owned buildings and sites. The Division of the State Architect (DSA) reviews are required whenever a project changes anything related to ADA access issues including items as simple as door hardware and the placement of switches and receptacles. Not properly checking when **OSHPD**, **CDPH** and **SHPO** boxes when appropriate is another indicator that the

requestor does not understand the responsibilities of the project. These should be checked when the **Detailed Description** indicates work where these reviews are required.

PART 3: DESIGN CAPABILITIES

Checking Regulations indicates that the requesting department or agency will be contracting with design consultants from outside of State service and possess the required approved regulations conforming to GC 4526.

Explanation of Design Capabilities: Regulations In-House Design DGS Design Staff
 If "Regulations" is selected, provide a working hyperlink (or attach a copy) to your department-specific, approved regulations conforming to GC 4526 that would govern the solicitation. If "In-House Design" is selected, please describe the A/E professionals the department employs that are relevant to the project, their years of experience, whether they are licensed, and relevant experience with projects.

Department's History Successfully Completing Projects with Similar Scope/Complexity:
Briefly describe the process used to arrive at the Estimated Project Costs. If the project is not Minor Capital Outlay, Support Funded, or funded from Section 6.1 of the Budget Act, detail the funding source here.

DEPARTMENTAL AUTHORIZATION:¹

 [First and Last Name, Title] Date
 [Department Name - Division Name]

¹ The Form 23 MUST be signed by a Branch Chief (or equivalent) or higher.

Documentation of these regulations must be provided to grant the Form 23 request. When provided for the first request, DGS will keep a copy of the Regulations documentation and future Form 23 requests can simply state, "On File".

DGS Design Staff indicates that the requestor will fund DGS employed design staff for the preparation of the project documents. This would be checked if the requesting agency still intends to bid and manage the construction of the project with their own forces.

In-House Design refers to State employed staff who work for the requesting agency or department. Provide detail about the employee's qualifications to undertake the project including their years of experience, whether they are licensed, and relevant experience with projects is important to demonstrate that the in-house design personnel have the experience needed.

Department's History section must also be filled in to provide a strong justification for the delegation request.