

NOTICE OF REVISION CHANGE

TO

POLICY AND PROCEDURE MEMORANDUM #17

SUBJECT: OFFICE OF STATE PARKS RESPONSIBILITY - CAPITAL OUTLAY
PROJECTS

TO: ALL POLICY AND PROCEDURE MEMORANDUM HOLDERS

EFFECTIVE DATE: OCTOBER 3, 1980; REVISED JUNE 5, 2009

REVISION DATE: JUNE 5, 2015

The revision supersedes and replaces all previous information included in PPM #17 originally issued October 3, 1980. The current PPM is to be replaced in its entirety by this revised issue.


Assistant Secretary

This is revision No. 2 of this PPM with an original effective date of October 3, 1980.

IMPORTANT:

Insert this revision notice in the PPM file preceding all other information on this subject in order to maintain a current document file.

POLICY AND PROCEDURE MEMORANDUM NO. 17

SUBJECT: OFFICE OF STATE PARKS RESPONSIBILITY - CAPITAL OUTLAY PROJECTS

TO: ALL POLICY AND PROCEDURE MEMORANDUM HOLDERS

DATE: JUNE 5, 2015

The following is a policy governing the responsibility of the Resource and Development Section and the Office of State Parks during a capital outlay project. Each site has an established or tentative master plan for its ultimate development. This plan establishes a guideline for the amount and types of facilities appropriate to each site. Any new or additional facilities not indicated on the master plan must be evaluated by a Resource Development Section member to consider the effect upon the entire park prior to inclusion in the master plan and subsequent development. Major renovations and additions to existing facilities are also eligible as capital improvement projects. Major renovations and additions to existing facilities are also eligible as capital improvement projects depending upon their scope. The Facility Project Planner and the Park Manager are key in the site planning process in that they monitor the use of facilities first hand and can advise as to which facilities are most used and needed. Because of the importance of proper communication and coordination of a capital outlay project, a structured procedure must be carried out in a timely manner.

The basic steps of a capital outlay project are the program phase, the schematic design phase, the design development phase, the construction document phase, a pre-bid conference, bidding of the project, a preconstruction meeting, actual construction, a final inspection, a one year warranty period and, finally, an inspection after the one year warranty period. The following will explain the basic responsibilities of all persons concerned, for each step of the Capital Outlay Process:

- A. Program Phase - This phase is a written description of the work that describes each element of the design, giving the number of facilities, sizes, materials, functions, and number of occupants. The purpose of this written program is to give direction to a consultant as to the scope of the project.
 1. Program is developed by Facility Project Planner (Planner) and presented to the Office of State Park staff for comment.
 2. The program, along with accepted comments, is then submitted to Facility Planning and Control (FP&C). FP&C will review submitted program and evaluate added comments before selection of a consultant. A copy of the finalized submission is forwarded to the assigned Planner.
 3. The consultant will evaluate the preliminary program to see if the elements will fit within the project budget.
 4. If elements of the program are outside of the budget, then a meeting will be held with the Chief of Resource Development, respective Regional Manager, Assistant Secretary, Deputy Assistant Secretary, Planner, District Manager, the Park Manager, as well as any other pertinent staff, to discuss the items to be cut or modified to get within the budget.

5. A meeting is held at the completion of the program phase to review the program completion package. The Chief of Resource Development, respective Regional Manager, Assistant Secretary, Deputy Assistant Secretary, Planner, District Manager, the Park Manager, as well as any other pertinent staff, will attend the meeting and make comments as appropriate
6. Once the program has been reviewed, formal written comments will be compiled by the Planner and sent to FP&C to be returned to the consultant for processing to the next phase.

B. Schematic Design Phase

1. Based on the approved program, including comments, the consultant will develop schematic drawings translating the written program into functional and relationship plans, diagrams, and layouts (typically 2 schemes).
2. The Chief of Resource Development, respective Regional Manager, Assistant Secretary, Deputy Assistant Secretary, Planner, District Manager, Park Manager, as well as any other pertinent staff will review these plans and comment. FP&C will perform a separate review.
3. Once plans are reviewed, formal written comments will be compiled by the Planner and sent to FP&C to be returned to the consultant for processing to the next phase.

C. Design Development Phase

1. This phase shows actual site plans including circulation, utilities and locations, architectural plans including floor plans and elevations, and more details, such as materials to be used.
2. The Chief of Resource Development, respective Regional Manager, Assistant Secretary, Deputy Assistant Secretary, Planner, District Manager, Park Manager, as well as any other pertinent staff will review these plans and comment. FP&C will perform a separate review.
3. Once plans are reviewed, formal written comments will be compiled by the Planner and sent to FP&C to be returned to the consultant for processing to the next phase.

D. Construction Drawings and Specifications

1. These documents are very detailed, including all dimensions, materials, mechanical and electrical systems, details, etc. and are ready for bid.
2. The Chief of Resource Development, respective Regional Manager, Assistant Secretary, Deputy Assistant Secretary, Planner, District Manager, Park Manager, FP&C, as well as any other pertinent staff will review these plans and comment.
3. Once plans are reviewed, formal written comments will be compiled by the Planner and sent to FP&C to be returned to the consultant for processing to the next phase and bidding if construction funds are available.

E. Pre-Bid Conference

1. This is an on site meeting held to give prospective bidders an opportunity to ask questions about the project and see the area of work.
2. This meeting is scheduled by FP&C and attended by:
 - a. Prospective Bidders
 - b. Facility Project Planner (optional—May attend, but are not allowed to give input)
 - c. Design Consultant

F. Bidding of the Project - This is done by FP&C.

G. Pre-Construction Meeting

1. Upon receiving a qualified bid, FP&C will set up a meeting, which is usually the day that construction begins, to work out all details of the actual job.
2. Persons attending are:
 - a. Successful Bidder
 - b. Facility Project Planner
 - c. District Engineer
 - d. District Manager
 - e. Manager
 - f. Facility Planning and Control
 - g. Design Consultant

H. Construction - At this point the Resource Development Section and the Operation Section must perform their respective roles on a timely basis which are as follows:

1. Resource Development – The Planner and District Engineer will attend all scheduled monthly meetings on each project assigned to them. The Planner has the responsibility of coordinating all activities for our agency concerning the project and is responsible for insuring that all design changes and the construction meets the drawings and specification, as well as the standards of the Office of State Parks. The Planner is not to make changes on the project without permission from the consultant or FP&C and will report all information to the Chief of Resource Development during the project period.
2. Operations - There are two areas of responsibility for Operations which are outlined below:
 - a. The site manager is hereby assigned the following responsibilities:
 - i. Attend all scheduled monthly meetings on each site project.
 - ii. Coordinate all general access for the site with the contractor.
 - iii. Coordinate all staging areas within the site for materials and/or equipment.
 - iv. Enforce all site rules and ensure that there are no activities by the contractor that could damage property or endanger the health and safety of the public or staff.

- v. Report violations immediately as they occur so that appropriate action can be taken.

Note: At no time will any Manager or District Manager approve any change of a capital outlay project. Any concerns or problems are to be relayed to the Planner who will evaluate and forward the information to the consultant and FP&C as appropriate.

- b. The District Manager will attend a majority of the scheduled monthly meetings on each project within the district.
- I. Final Inspection - This is a meeting held to decide if the project is finished. The same persons attending pre-bid and pre-construction meetings will attend.
- J. Warranty Period – The project becomes the property of the Office of State Parks from the date of acceptance. From acceptance to the end of the one year warranty period the line of communication is as follows: All problems concerning the project will be communicated by the Site Manager to the Planner. At the same time the District Manager, respective Regional Manager, the Chief of Resource Development, as well as any other pertinent staff, will be copied in case immediate action is required.
- K. Inspection Prior to the End of the Warranty Period - Thirty (30) days prior to the end of warranty, the Planner, District Manager, Site Manager, District Engineer, and District Maintenance Superintendent will have a walk through inspection of the project to compile a list of deficiencies not corrected on the project. This list is then forwarded to FP&C, the contractor, and the consultant. FP&C and Consultant will set up a meeting on site with all persons concerned to correct the problems outlined on the list.

It is important to remember certain basic information concerning a capital outlay project.

1. The project and facilities are owned by FP&C. Therefore, no person involved in coordinating the project for the Office of State Parks (Managers, District Managers, Planners, etc.) may make decisions concerning the project. Rather, information is supplied to the respective Regional Manager and the Chief of Resource Development who will, in turn, suggest alternative methods to the Deputy Assistant Secretary and Assistant Secretary so that a decision can be made and communicated to FP&C.
2. At no time during the project should a state park employee discuss the project with contractors or subcontractors relative to altering the project in any way. Let contractors know early in the project that only the consultant, Planner, and FP&C are authorized to speak on the project.
3. Decisions made in the field must be in writing and distributed through the proper channels. Verbal solutions or suggestions are forgotten or misinterpreted if not followed up in writing and are not allowed.
4. Encourage all park personnel to be part of each capital outlay project.
5. Decisions made at each phase of design should be considered final except in extreme cases. Redesign at later phases will require additional fees to the consultant.