



Oklahoma Statute, Title 61 § 62B, describes the statutory requirements for a State agency to define the scope of a new, proposed construction project. The Office of Management and Enterprise Services, Division of Capital Assets Management, Construction and Properties Department (CAP) is mandated to assist the agency with developing the project scope and is available to provide needs analysis, space programming, cost estimating and definition of the project delivery method. Depending on the project's size and complexity, the State Construction Administrator may assign the work to an outside Design Consultant.

GENERAL PROGRAM GUIDELINES

	Suggested	Highly Suggested	Mandatory
Up to \$2,000,000	X		
Up to \$5,000,000		X	
Over \$7,500,000			X
Bond Funds – Any Amount			X

The following is a guideline for using agencies to follow:

- Step 1: Using agency requests assistance from CAP to help with initial definition, scope and cost projections for the proposed project. A Letter of Request shall be sent to the State Construction Administrator and shall include the following elements (Example "Letter A" attached):
 - Description and location of project
 - Preliminary construction budget
 - Source(s) of funding
 - Anticipated start date
 - Desired completion date
 - Agency contact

- Step 2: State Construction Administrator assigns a staff Project Manager, who contacts Agency and schedules a planning meeting to discuss expectations, requirements and suggested resources.

- Step 3: Project Manager sends Agency an evaluation letter describing feasibility of the project and designated delivery method. If needed, one of the CAP programs for pre-construction analysis is recommended for more detailed development.

- Step 4: If CAP recommends that a pre-design programming and cost estimating study be completed prior to finalizing funding requests, Agency sends letter to State Construction Administrator requesting selection of an appropriate architectural consultant to perform the study.

If CAP approves the Agency's initial scope and cost estimate, Agency sends letter to State Construction Administrator letter requesting names of architects for a formal design consultant and construction management selection process. (See DCAM/CAP Form M100 /and DCAM/CAP Form M200)

- Step 5: (If Applicable) Based on the findings presented in the programming study, Agency finalizes funding source (appropriations, bonds or other) and initiates design consultant selection process to complete plans and specifications for the project.

EXAMPLE LETTER "A"

June 1, 2005

Mr. John W. Morrison AIA
State Construction Administrator
Division of Capital Assets Management
P. O. Box 53448
Oklahoma City, OK 73152-3448

RE: Initiation of Capital Improvement Project
New Agency Headquarters Facility

Dear Mr. Morrison:

ABC Agency intends to construct a new building to house our Administrative and Field Services' Divisions. Our preliminary analysis suggests that the building will be around 40,000 square feet and cost between \$5 - 6 million. The building will be built on property the agency intends to purchase, located across the street from our existing building in Ada.

We anticipate funding this project partly through appropriation funds with the balance to come from bond funding. We would like to start construction within the next year and have the facility completed by December of 2008.

Please assist ABC agency with the development of a precise and accurate project scope, a realistic cost estimate, the schedule and the process that would best serve our needs. Please contact Mr. Joe Smith at (580) 555-1234 to discuss the next step.

Sincerely,

John Q. Doe