

(Revised 6/96)

Major Policies

1. Transfer of Funds to the Architecture Revolving Fund

Before design and construction support services can be provided, the client agency must first transfer the funds to the Architecture Revolving Fund (ARF). Request a copy of the ARF Funds Transfer Procedure if you want a full description of the process.

2. Request for Project Undertaking by State Agency (Form 23)

With exceptions noted below, the erection, construction, alteration, repair or improvement of any state structure, building, road or other state improvement of any kind generally is under the sole charge and direct control of DGS. Exception from this requirement is made in the form of authorization under which the DSA, within DGS, may delegate the handling of certain projects, if, the DSA determines that its services in connection with such projects are not required. Agencies that are exempt from review are:

Board of State Harbor Commissioners	Department of Water Resources
Department of Boating and Waterways	Regents of the University of California
Department of Transportation	Trustees of the California State University and Colleges

3. Authority for Form 23 Review

Form 23 review is authorized by Public Contract Code Sections 10105–10108, and the Government Code.

4. Request for Form 23 Review

Each state agency must use the Request for Project Undertaking by State Agency form, Form 23, when requesting authorization to carry out the project itself for projects with a value between \$100,000 and \$250,000. Contact the Office of Design Services for a copy of the Form 23 procedure.

Any work that affects the structure or integrity of an occupied building or that may endanger the occupants of the building, must have plans reviewed by DSA prior to the approval of the Form 23.

Major Services

The ODS provides the following services to its clients:

1. Architectural and Planning Consulting
2. Design of Buildings and Facilities
3. Engineering Studies
4. Environmental Assessments
5. Toxic Mitigation Programs
6. Seismic Program Administration
7. Code Compliance Plan Review
8. Original Construction Drawing Storage

For a full description of our services, request a copy of our brochure "Services Available From the Office of Design Services."