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## SAM—DIVISION OF STATE ARCHITECT

### **INTRODUCTION**

**1450**

(Revised 6/96)

The Division of the State Architect (DSA) is a part of the Department of General Services (DGS), which by law has central overall responsibility, duties, functions, and powers related to design and construction in state government.

### **MISSION**

**1450.1**

(Revised 6/96)

The mission of DSA is to ensure quality, cost effective and timely planning, design and construction of facilities for client agencies, and to perform regulatory and other related services as requested.

The mission is guided by the following principles:

1. To provide quality and value in servicing our clients.
2. To improve the technical skills and operations of our services and the projects for which we are responsible.
3. To foster personal and professional development of our staff.
4. To provide a positive work environment for our clients and staff.

### **PROGRAM SERVICES PROVIDED TO CLIENTS**

**1450.2**

(Revised 6/96)

The DSA provides the following main services for its clients:

1. Architectural and Planning Consulting
2. Design of Buildings and Facilities
3. Special Programs (Asbestos, PCB, Underground Tank and Seismic Programs)
4. Construction Supervision
5. Direct Construction and Historic Restoration
6. Structural Safety Checking
7. Access Compliance Checking

In addition, DSA provides a variety of other services such as construction contract administration, code compliance plan reviews, and special architectural and engineering investigation. The DSA provides its services through the following three offices:

1. Office of Design Services
2. Office of Construction Services
3. Office of Regulation Services

Additional information of DSA's services and operations can be accessed from the Internet. The DSA home page is located at <http://www.dsa.ca.gov>. The fax number is (916) 445-3521.

**SAM—DIVISION OF STATE ARCHITECT**

**OFFICE OF DESIGN SERVICES**

**PROGRAM PURPOSE AND CONTACTS**

**1452**

(Revised 6/96)

The mission of the Office of Design Services (ODS) is to ensure quality, cost effective and timely architectural and engineering planning, design services and other related services as requested by client agencies.

Our World Wide Web home page is at <http://www.dsa.ca.gov>. If you wish to write to us, our mailing address is:

Office of Design Services  
Division of the State Architect  
1300 I Street, Suite 800  
Sacramento, CA 95814

**STATUTORY AUTHORITY**

**1452.1**

(Revised 6/96)

The State Architect has general charge, under DGS, of the erection of all state buildings. See Government Code Section 14951.

**MAJOR POLICIES AND SERVICES**

**1452.2**

(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 your 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.

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## SAM—DIVISION OF STATE ARCHITECT

(Continued)

### MAJOR POLICIES AND SERVICES

1452.2 (Cont. 1)

(Revised 6/96)

#### 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."

### SUPPLEMENTAL INFORMATION

1452.3

(Revised 6/96)

For information or assistance telephone (916) 445-1440, CALNET 485-1440, fax (916) 327-3369.

### APPENDIX

1452.4

(Revised 6/96)

The ODS was created in 1993, however, its history traces back to the formation of state government and construction of the State Capitol. The office views its status as being the state's in-house architectural and engineering firm and does its best to provide the services to its client agencies as a private firm would provide to its clients. The ODS professional staff's breadth of experience and knowledge of the state's physical infrastructure enables it to provide cost competitive services with an expeditious response time.

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**SAM—DIVISION OF STATE ARCHITECT**

(Continued)

**APPENDIX**  
(Revised 6/96)

**1452.4 (Cont. 1)**

The ODS is comprised of the following sections:

1. Building Improvements provides design services for new projects, and for remodel and repair projects.
2. Project Management provides programming services, consultant management, and over-all project management services.
3. Quality Control provides quality assurance support, library services, central files, design files (the plan vault), training coordination, and specification coordination.
4. Cost Control provides project estimating, scheduling, cost analysis, and architectural and engineering consultant contract services.
5. Special Programs provides programs for environmental assessments of all structures with emphasis on mitigation of asbestos, PCB, and underground tanks. The seismic unit administers legislatively mandated seismic programs.

**OFFICE OF CONSTRUCTION SERVICES**

**PROGRAM PURPOSE AND CONTACTS**  
(Revised 6/96)

**1454**

Intent and Focus

The focus of the Office of Construction Services is to ensure that state buildings and related facilities are constructed in accordance with approved design and contract documents, in compliance with applicable codes and regulations, and to the highest industry quality standards.

Contact Names and Addresses for Major Offices Responsible for Program Information

Office of Construction Services Headquarters  
1300 I Street, 8th Floor  
Sacramento, CA 95670

Area I (Bay Area)  
1970 Broadway, Suite 600  
Oakland, CA 94612-2218

Area II (Sacramento/North Central State)  
2125 19th Street, Suite 201  
Sacramento, CA 95818

Area III (Los Angeles)  
107 South Broadway, Room 301  
Los Angeles, CA 90012

Area IV (San Diego Area) Supervisor  
15373 Innovation Drive, Suite 250  
San Diego, CA 92128

Internet Location: <http://www.dsa.ca.gov>

**SAM—DIVISION OF STATE ARCHITECT**

**STATUTORY AUTHORITY**

**1454.1**

(Revised 6/96)

Government Code Section 14951 states: "The State Architect has general charge, under the DGS, of the erection of all state buildings and shall have an inspector assigned to each building during its construction."

**MAJOR POLICIES AND SERVICES**

**1454.2**

(Revised 6/96)

Available Services

1. Quality Assurance Inspection and Testing
2. Code Inspection to Ensure Compliance with Building Codes and Regulations
3. Field Level Management of Construction
4. Change Order Estimating and Negotiation
5. After-Contract Guarantee Enforcement and Dispute Resolution
6. Direct Construction Services
7. Administration of Construction Contracts

**SUPPLEMENTAL INFORMATION**

**1454.3**

(Revised 6/96)

Construction Management and Quality Assurance Policies and Procedures Manual (available through the Office of Construction Services).

Contact Telephone Numbers

Jerry Burchfield, Chief	(916) 445-5383
Robert Courtnier, Area I Supervisor	(510) 286-1393
William McClean, Area II Supervisor	(916) 445-3044
Reginald Demery, Area III Supervisor	(213) 897-3218
George Lai, Area IV Supervisor	(619) 674-5440
Fax Number, Headquarters	(916) 323-2863
Internet Location:	<a href="http://www.dsa.ca.gov">http://www.dsa.ca.gov</a>

## SAM—DIVISION OF STATE ARCHITECT

### OFFICE OF REGULATION SERVICES

#### **PROGRAM PURPOSE AND CONTACTS**

**1456**

(Revised 6/96)

#### Program Purpose

The mission of the Office of Regulation Services (ORS) is to ensure compliance with seismic provisions of the Field Act and Access for the disabled to public schools, community colleges, and state buildings through superior, efficient and timely design, and construction review.

#### ORS Contact

Vilas Mujumdar, S.E., Chief  
Office of Regulation Services  
ORS Headquarters  
1300 I Street, Suite 800  
Sacramento, CA 95814

Telephone: (916) 324-5800

Fax: (916) 327-3371

#### **STATUTORY AUTHORITY**

**1456.1**

(Revised 6/96)

1. By authority of Education Code Sections 39140–39159 and 81130–81147 (Field Act), the DGS reviews the design: (a) of all new public school buildings, and (b) if the cost exceeds \$20,000 the reconstruction or alteration of, or addition to, such buildings.
2. By authority of Health and Safety Code Sections 16002–16023 (Essential Services Buildings Seismic Safety Act of 1986), DGS reviews the design and observes the construction, alteration, or addition to any state-owned or state-leased essential services building for structural safety. The DGS further observes the implementation and administration of the Act by local jurisdiction.
3. Authority under Chapter 7 of the Government Code states that all buildings, structures, sidewalks, and curbs, and related facilities constructed by use of state funds or where funds of counties, municipalities, or other political subdivisions are utilized for the construction of elementary, secondary, or community college projects shall be accessible to and usable by the physically disabled.

## SAM—DIVISION OF STATE ARCHITECT

### MAJOR POLICIES AND FUNCTIONS

1456.2

(Revised 6/96)

#### Major Policies

1. Design and Construction Review of Public Schools and Community Colleges
2. Code and Regulation Development
3. Product Evaluation and Approval
4. Laboratory Evaluation and Acceptance
5. Design and Construction Review of Essential Services Buildings
6. Examinations and Approval of Construction Inspectors
7. Seminars and Workshops for Process Information Dissemination

#### Major Functions

1. Plan Review provides structural safety, access compliance and fire/life safety design review services and manages consultants doing plan review.
2. Construction Review provides construction oversight and guidance to project inspectors.
3. Quality, and Code Development and Research provides operations research, technical quality control, training, code research, code development, and establishes documentation standards.
4. Professional Policy provides advocacy and interpretation of the laws and regulations relating to the structural safety of, disabled access to, and fire/life safety of public schools and other buildings. Additionally, ORS provides advocacy and interpretation of the laws and regulations for state historic buildings.
5. Special Projects provides catastrophic response management, review and acceptance of manufacturer's structural products, inspector approval, testing laboratory acceptance, and other mandated or desired special projects.

### SUPPLEMENTAL INFORMATION

1456.3

(Revised 12/96)

The following publications are available from ORS:

1. California Accessibility Reference Manual
2. California State Structural Safety Interpretive Manual
3. Class Size Reduction Workshop Manual
4. Field Act Cost Impact Study
5. Improving the Plan Check Process
6. Post Earthquake Damage Evaluation and Reporting Procedures
7. Relocatable Classroom Approvals Workshop Manual
8. State Historical Building Code
9. Successful Plan Review

The Division of the State Architect's Internet location is <http://www.dsa.ca.gov>.