

## Chapter 1320 - PROFESSIONAL SERVICES BRANCH - PROGRAM SUMMARY, RESOURCES, AND CONTACTS

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### 1320 PROGRAM SUMMARY, RESOURCES, AND CONTACTS

(Revised 06/05)

The Professional Services Branch (PSB) provides quality, cost effective, and timely professional real estate and property management services to all state agencies. These services include architectural and engineering services, space planning and interior design, leasing and lease management, real estate sales, appraisals, and acquisitions, environmental services, and other related competencies such as seismic retrofits and toxic site investigation and remediation. The RESD's CAMB is the initial point of entry for requesting new services. Clients wishing to engage the services of the PSB should contact their RESD CAM or they may call CAMB at (916) 376-1800 or CALNET 480-1800. For more information about the CAMB, see SAM Section 1305.

Additional information on the PSB services and operations may be obtained from our home page located at <http://www.resd.dgs.ca.gov/psb/default.htm>. You may also contact PSB at:

Professional Services Branch  
Real Estate Services Division  
707 Third Street, 4th Floor  
West Sacramento, CA 95605  
(IMS Code Z-1)

Telephone (916) 375-4700 or CALNET 480-4700  
FAX: (916) 375-4704 or CALNET 480-4704

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#### 1320.1 ORGANIZATIONAL STRUCTURE

(Revised 06/05)

The services provided by the six sections of the PSB are as follows:

**Design Services Section.** Provides architectural, engineering, space planning, and interior design services. See SAM Section 1321 for more details.

**Real Estate Leasing and Management Section.** Provides services to assist State agencies in acquiring leases for office, warehouse, labs, and other specialized facilities in privately owned buildings. These services also include lease negotiation, execution and lease management services. See SAM Section 1322 for more details.

**Real Property Services Section.** Provides appraisal, appraisal review, and acquisition services to state agencies, and executes the sale of surplus state-owned property. See SAM Section 1323 for more details.

**Cost Engineering Section.** Provides project estimating, scheduling, and cost analysis. This section is responsible for receiving and tracking all projects brought to the PSB. See SAM Section 1324 for more details.

**Construction Services Section.** Provides construction services, construction management and inspection services. See SAM Section 1325 for more details.

**Environmental Services Section.** Provides a full range of environmental planning services including environmental documents required by state and federal laws; preparation of site investigation and selection studies (sensitive species, land-use compatibility, geotechnical, traffic, etc.); environmental restoration studies; assistance with public consultation and workshops; and obtaining project development permits. This section has the capability of providing environmental documents as required by the California Environmental Quality Act and the National Environmental Policy Act on a wide variety of capital improvement projects and related activities. See SAM Section 1326 for more details.

**Special Programs Section.** Provides programs for hazardous materials assessments of facilities and structures with emphasis on mitigation of asbestos, PCB, underground storage tanks, and other toxic

materials. The seismic unit administers legislatively mandated seismic programs. See SAM Section 1327 for more details.

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