

Chapter 1324 - PROFESSIONAL SERVICES BRANCH - COST CONTROL SECTION

1324 PROGRAM SUMMARY, RESOURCES, AND CONTACTS

(Revised 06/05)

The Cost Engineering Section provides the RESD project managers and project team members with information and support to help them to complete projects within budget and on schedule and to provide project status information to client agencies and management. It focuses on all aspects of cost control for the PSB. Services provided by the Cost Engineering Section include project estimating and budgeting, project scheduling, and cost analysis.

1324.1 PROJECT ESTIMATING UNIT

(New 3/00)

The Project Estimating Unit prepares cost estimates for all phases of construction projects including change order estimates, value engineering and estimates of project fees.

1324.12 SCHEDULING UNIT

(New 3/00)

The Scheduling Unit prepares the office-wide master schedule, helps the project managers to prepare project schedules, monitors and tracks project progress, forecasts potential project delays, and recommends possible options for corrective action.

1324.13 COST ANALYSIS UNIT

(New 3/00)

The Cost Analysis Unit assists Project Managers on issues involving scope, cost and schedule. Other functions performed by the unit involve project administration and workload development for the Design Services Section and Special Programs Section. The Project Scheduling and Cost Analysis Units provide cost accounting reports for the Professional Services Branch and prepare financial and project status reports for their customers.

1324.14 STATEWIDE REAL PROPERTY INVENTORY

(Revised and Renumbered 06/05)

The DGS' Responsibility

DGS is required to maintain a complete and accurate statewide inventory of all real property held by the State of California. This is called the Statewide Real Property Inventory. (SPI) and is a comprehensive database of all state proprietary land holdings.

Agency's Responsibility.

State agencies that acquire, encumber, or dispose of real property are required to provide information to the DGS for inclusion in the SPI and routing to the Secretary of State Archives. For assistance in determining the appropriate documents to be submitted, contact the RESD, SPI Unit at (916) 375-4052 or CALNET 480-4052.
