

Chapter 1452 - OFFICE OF DESIGN SERVICES

1452 PROGRAM PURPOSE AND CONTACTS

(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.dgs.ca.gov/>. If you wish to write to us, our mailing address is:

Office of Design Services
Division of the State Architect
1102 Q Street, Suite 5100
Sacramento, CA 95811

1452.1 STATUTORY AUTHORITY

(Revised 6/96)

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

1452.2 MAJOR POLICIES AND SERVICES

(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 Boating and Waterways
- Department of Transportation
- Department of Water Resources
- Regents of the University of California
- 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."

1452.3 SUPPLEMENTAL INFORMATION

(Revised 6/96)

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

1452.4 APPENDIX

(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.

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.
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