
SECTION 100: GENERAL

100.1

PLANNING & CONSTRUCTION MANUAL

This Manual has been assembled as an informative guide for the lay person as well as the Professional who from time to time works with the Bureau of Building, Grounds and Real Property Management of the Department of Finance and Administration's Division of General Services in initiating, programming, designing, constructing and inspecting projects for the State of Mississippi.

100.2

INFORMATIONAL DATA

The Data assembled herein is for informational purposes. Any deviation will require prior approval from the Bureau of Building, Grounds and Real Property Management. Careful adherence to these procedures will expedite all phases of a Project and permit an orderly approach to providing physical facilities necessary for furthering the programs of Using Agencies which serve the people of the State of Mississippi.

100.3

DURATION

This Procedure Manual, when approved by the Public Procurement Review Board, shall be in effect as written until amended or repealed by the Board.

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First Edition - April 1, 1979

SBC PROCEDURE MANUAL

Second Edition - January 1, 1981

SBC PROCEDURE MANUAL

Third Edition - July 2, 1984

GS PLANNING AND CONSTRUCTION MANUAL

Fourth Edition - March 4, 1985

GS PLANNING AND CONSTRUCTION MANUAL

Fifth Edition - January 1995/Revised 1996

BOB MANUAL

Sixth Edition – June 2011

BOB MANUAL (part of DFA Manual per SoS September 2010 Procedure)

Section 100: General

100.4

MANUAL ABBREVIATIONS/DEFINITIONS

The following abbreviations/definitions are used throughout this Manual for the sake of brevity:

ACM: Asbestos Containing Materials

Addendum/Addenda: Supplementary information to bidding documents when becomes part of a Contract

Additional Services: Additional data procured from a Professional

A/E: Architect or Engineer

Alternate: An increase or decrease to the Base Bid

Appropriation: Funding authorized by the Legislature

Arbitrage: Penalty for failure to expend bond funds within three (3) years

Arbitration: A hearing and judgement by an impartial judge

Asbestos Abatement: Removal of asbestos containing materials

Award: Approval of a Contract or payment

Basic Services: Essential planning elements assigned by the Bureau of Building, Grounds and Real Property Management which will be performed by a Professional

Bid Proposal: A bid submission

Bid Security: A Bidder's show of faithful performance

Bidding Phase: The publication of an *Advertisement for Bids* in a local newspaper, the required waiting period and the actual opening of bids received

BOB: Bureau of Building, Grounds and Real Property Management

Bond Bill: Legislative action approving and authorizing the sale of General Obligation Bonds

Bureau: Bureau of Building, Grounds and Real Property Management

Bureau Staff: Personnel of the Bureau of Building, Grounds and Real Property Management

CDPA: Central Data Processing Authority

Change Order: A change to a Construction Contract

CI: Capital Improvement

CO: Change Order

Completion Date: A calendar date establishing a deadline for completion

Consultant: Specialty Firm hired by the Professional

Contract: Legal agreement between, or among, entities

Contract Documents: The entire Agreement between parties to a Contract which includes the Project Manual and Drawings

Contractor: A party responsible for building, repairing and/or renovating a facility

CPM: Critical Path Method as relating to construction

CSI: Construction Specification Institute

Design Development Documents: An initial phase of planning

DFA: Department of Finance and Administration

Director: Director of the Bureau of Building, Grounds and Real Property Management

Documents: Construction Documents

Drawings: Detailed sketches of Work to be accomplished

Section 100: General

Emergency: An unforeseen occurrence damaging facilities and necessitating immediate action

Extra Services: Additional planning elements assigned by the Bureau of Building, Grounds and Real Property Management which will be performed by the Professional

F&E: Furniture and Equipment

Fee: A charge for a Professional service

Funds Available: Source of revenue supporting a Project

GC: General Contractor

GO: General Obligation Bonds

GS: Office of General Services

HB: House Bill

HCM: Hazardous Containing Materials

In House: A function performed by the Using Agency

Inspection: Review of a Project for Contractual compliance

Job Superintendent: Construction personnel in charge of the construction process

LA: Land Acquisition

LBO: Legislative Budget Office

LI: Line Item

Liquidated Damages: Monetary penalty for missing the completion date

Manual: Planning and Construction Manual of Procedures

Notice to Proceed: Beginning date for construction established by the Bureau of Building, Grounds and Real Property Management's Staff Inspector and the Contractor

OT: Other Award

OP: Other Professional Award

Outside Funds: Funds transferred to the Bureau from a Using Agency

Owner: Bureau of Building, Grounds and Real Property Management

Power of Attorney: A legal document authorizing an attorney to act for a Contractor

PP: Preplanning

PPRB: Public Procurement Review Board

Preconstruction Meeting: Preliminary meeting prior to the commencement of construction

Professional: Contracted Architect or Engineer

Program Phase: Preliminary planning phase

Progress Meeting: Periodic meetings during construction phase

Project: Specific plan or undertaking initiated by the Bureau of Building, Grounds and Real Property Management

Project Budget: Financial statement regarding the administration of a Project's funds based on estimates and actual expenditures

Project Funds: Money set aside for a specific Project

Section 100: General

Project Manual: A narrative manual prepared by a Professional for a Project including bidding requirements, Agreement, Bonds, Certificates, Conditions of the Contract and Specifications

Project Number: A six (6) digit number assigned by the Bureau identifying a specific institution and a specific project

Proposal Form: A legal document indicating a Bidder's proposed bid

Receivable: Accounting procedure establishing an account for the Bureau to receive funds from a Using Agency to supplement a Project's budget

Reimbursements: A substantiated request presented to the Bureau for funds previously expended by a Using Agency

Rendering: A scaled replica of the facility

RPM: Real Property Management section of the Bureau of Building, Grounds and Real Property Management

R&R: Repair and Renovation

SAF: Standard Approval Form

SB: Senate Bill

Schedule of Values: Itemized list of expenditures by a Contractor reflected on pay applications

Schematic Documents: Preliminary planning documents

Scope: A range of items to be accomplished during the lifespan of a Project

Selection Process: Choosing of a Professional

Staff Architect: Architect employed by the Bureau of Building, Grounds and Real Property Management

Staff Inspector: Inspector employed by the Bureau of Building, Grounds and Real Property Management

Subcontractor: An individual, or business firm, contracting to perform part, or all, of another's Contract

Substantial Completion: The date certified by the Architect when construction is sufficiently complete, in accordance with the Contract Documents, so the Owner may occupy or utilize the Work or designated portion thereof for the use for which it is intended, as expressed by the Contract Documents

Using Agency: Agency, Institution or Department of the State of Mississippi

Wage Rates: Federal mandatory wages for specific jobs

Warranty: A written agreement guaranteeing the integrity of a facility or product for a certain period of time and of and the Provider's responsibility for repair or replacement of defective parts or workmanship

Section 100: General

100.5

BUREAU CREATION

In 1944, the State Building Commission was created (Chapter 328, Laws of 1944). Forty years later, in 1984 through Senate Bill 3050, the State Building Commission was abolished. It became the Bureau of Building, Grounds and Real Property Management under the Governor's Office of General Services.

In 1989 through House Bill 659, the Bureau of Building, Grounds and Real Property Management became a part of the Office of General Services which was placed under the Department of Finance and Administration.

100.6

BUREAU POWERS & DUTIES

The duties and responsibilities of the Bureau of Building, Grounds and Real Property Management are defined within the law. [**Mississippi Code 1972, Annotated**, Sections 31-11-1 through 31-11-31] The Bureau serves the State of Mississippi as a building authority at the state level not covered by the Mississippi Department of Transportation, or other authority. The Bureau is not a regulatory agency of the State, but a service arm assisting State Institutions/Agencies and Departments with construction projects.

The primary function of the Bureau is to properly administer funds appropriated to it by the Legislature in accordance with state laws, regulations and established procedures in a business-like manner. The Bureau will, at all times, attempt to serve all Institutions, Agencies and Departments in meeting their physical facilities needs; however, if there is a conflict in the attempt of the Bureau to properly administer funds or to service an Institution, Agency or Department, the primary function of the Bureau, as previously defined, will take precedence over serving the Institution, Agency or Department.

In addition, the Bureau has power to acquire, hold and dispose of real and personal property for the State of Mississippi. [**Mississippi Code 1972, Annotated**, Section 31-11-3(2)(m)]

The following list denotes many of the Bureau of Building, Grounds and Real Property Management's responsibilities administered by its Section of Planning and Construction:

1. Contracting with Architects, Engineers, Contractors, Suppliers and others.
2. Approving plans, specifications, studies and sites for buildings.
3. Expending appropriated funds within the legal intent.
4. Serving as liaison with the federal government in various building programs.
5. Inspecting incarceration facilities at the Mississippi State Penitentiary (Parchman) and court approved county jails.
6. Providing a staff of professionals to plan, manage, inspect and approve services for which the Bureau has contracted.
7. Setting policies and procedures to guide those concerned with the orderly and lawful pursuit of providing physical facilities for state government operations.
8. Handling furniture and equipment needs funded by the Legislature which involves specifying, bidding, awarding, preparing contract documents, confirming delivery and authorizing payment.

Section 100: General

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9. Reviewing and submitting to the Legislative Budget Office the repair and renovation, capital improvement and preplanning needs for state Institutions, Agencies and Departments.
 10. Reviewing repair and renovation requests and making allocations based on the priority of requests and inspections of the sites.
 11. Reviewing State Agencies Professional contracts.
 12. Accomplishing any special tasks mandated by the Legislature.

100.7

BUREAU MEETINGS

It is the Bureau's policy that all its public business be performed in an open and public manner. However, there is no regularly scheduled meeting of the Division of General Services' Bureau of Building, Grounds and Real Property Management. Details regarding the Bureau's official actions are detailed in the following section.

100.8

BUREAU RECORD OF ACTIONS

In past years, the Bureau was required by law to maintain a set of official Minutes recording its actions which resulted from regularly scheduled meetings. Due to reorganization, this is no longer required; however, the Bureau still maintains detailed records of all its official actions. These are available in the Bureau's office for public inspection as per the *Mississippi Public Records Act of 1983*. [**Mississippi Code 1972, Annotated**, Section 25-61-1 through 25-61-17 and Section 31-1-27]

Official Bureau actions are prepared regularly on *Standard Approval Form - Record of Action* documents which are initiated by the Bureau Staff and approved by the Bureau Director. In no instance will an item be official without the written approval of the Bureau's Director. In absence of the Director, the Assistant Director or authorized designee, will approve Bureau actions. The following inexhaustible list indicates actions taken by the Bureau and recorded on these documents:

1. Initiation of Projects
2. Definition of Project Scope
3. Allocation and Transfer of Funds to Projects
4. Acceptance of Outside Funds
5. Increase of Project Budget
6. Assignment of Professionals and Consultants
7. Approval of Schematic Documents
8. Approval of Design Development Documents
9. Approval of Construction Documents and Bid Date
10. Authorization of Payments to Professional
11. Authorization of Professional Reimbursements
12. Declaration of Emergencies
13. Authorization to Advertise for Bids
14. Rejection of Bids and Readvertisement
15. Bid Protests

Section 100: General

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16. Award of Contract(s)
 17. Approval of Change Orders
 18. Authorization of Substantial Completion
 19. Authorization of Final Acceptance and Final Payment
 20. Declaration of Contractor's Default
 21. Assessment of Liquidated Damages
 22. Close Project

100.9

BUREAU NOTIFICATION

All Institutions, Agencies, Departments and Professionals are notified in writing of the Bureau's official actions.

100.10

PUBLIC PROCUREMENT REVIEW BOARD

The Bureau of Building, Grounds and Real Property Management is required by law to have specific actions approved by the Public Procurement Review Board [PPRB]. [**Mississippi Code 1972, Annotated**, Section 27-104-7] Such actions requiring PPRB approval are, but not limited to, the following:

1. Construction contracts
2. Furniture and equipment contracts
3. Leases (land and/or office space) for Institutions, Agencies and Departments
4. Grants
5. Land Acquisitions
6. Legal Actions
7. Specialties

PPRB was created within the Department of Finance and Administration [DFA] and is composed of three (3) members: the Executive Director of DFA, the Director of the Division of Budget and Policy Development, and an employee of the Office of General Services who is familiar with State purchasing laws. Two (2) members make a quorum.

Regarding the Bureau, PPRB has the power and responsibility to:

1. Adopt regulations governing the approval of contracts let for construction and maintenance of state buildings and facilities;
2. Adopt regulations governing any lease or rental agreement by any state agency or department, including any state agency financed entirely by federal funds, for space outside the buildings under the jurisdiction of the Office of General Services.

Section 100: General

100.11
PPRB MEETINGS

PPRB meets regularly once a month. Upon special request, or an emergency, PPRB will convene for an unannounced meeting. Otherwise, the next month's meeting date and time are announced at each regularly scheduled meeting. Individuals or Agency Representatives who wish to be heard concerning actions being presented by the Bureau may be present at these public meetings.

100.12
PPRB MINUTES

PPRB maintains a set of Minutes recording its official actions. Copies of these Minutes are sent to the Legislative Budget Office [LBO] and the Performance Evaluation and Expenditure Review [PEER].

No action is valid unless approved by a quorum of two (2): the Chairman who is the Executive Director of the Department of Finance and Administration, and one (1) other member present and voting. Minutes are available in DFA's office for public inspection as per the *Mississippi Public Records Act of 1983*. [**Mississippi Code 1972, Annotated**, Section 25-61-1 through 25-61-17 and Section 31-1-27]

100.13
COPYING PUBLIC DOCUMENTS

Any person or firm requesting copies of documents, may obtain these by complying with the *Public Records Act*.