



SCDC POLICY/PROCEDURE

NUMBER: ADM-13.01

TITLE: REQUESTS FOR NEW CONSTRUCTION, RENOVATION, DEMOLITION, AND MAJOR REPAIR

ISSUE DATE: November 1, 2005

RESPONSIBLE AUTHORITY: DIRECTOR FOR *BUDGET AND RESOURCE MANAGEMENT*

OPERATIONS MANUAL: ADMINISTRATION

SUPERSEDES: ADM-13.01 (October 1, 2000)

RELEVANT SCDC FORMS/SUPPLIES: 21-25

ACA/CAC STANDARDS: 3-ACRS-2A-01, 3-4120, 4-4123

STATE/FEDERAL STATUTES:

PURPOSE: To establish responsibilities for the requisition and approval of construction and renovation projects involving state appropriated and/or agency budgeted operating funds, and to define the responsibilities for requesting, approving, and completing such projects.

POLICY STATEMENT: In order to promote economic efficiency within the Department of Corrections, all requests for construction and renovation activities involving state appropriated and/or agency budgeted operating funds will be reviewed and approved in compliance with applicable state and federal standards, statutes, guidelines, and regulations, and with pertinent agency established directives.

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SPECIFIC PROCEDURES:

1. REQUESTS FOR CONSTRUCTION OR MAJOR RENOVATIONS:

1.1 Requests for construction, renovation, demolition, or repair will be entered on the automated Construction Job Cost System, as outlined in these procedures.

1.2 Requests from institutions will be submitted through the respective Division Director *of Operations* to the Director for *Budget and Resource Management*. Requests from Central Office will be submitted through the appropriate Director to the Director for *Budget and Resource Management*.

1.3 At a minimum, the initial request for construction, renovation, demolition, or major repair must include the following information *in the text section*:

1.3.1 A description of the detailed scope of work to be performed.

1.3.2 Preliminary cost estimate, to include estimates of any asbestos removal, *professional service fees, permit fees*, furnishings or equipment costs and of any costs needed to ensure the safety and security of supplies, equipment, and materials that may need to be stored at the work site (e.g., fencing needed to secure equipment during off-duty hours). Included in the estimate will be the cost of any items required to ensure safety of personnel during construction.

1.3.3 An impact analysis of any staffing needs and/or operating funds that may be required during and upon completion of the project. If no additional staff and/or operating funds are needed, this must also be noted in this section.

1.3.4 In the text of the Construction Job Cost System, include the contact person's phone and fax number.

1.3.5 Narrative justification of the project.

1.3.6 *Information on existing conditions in the immediate area of the work, including utilities .*

1.4 The Division of *Facilities Management* will coordinate projects through the *Safety Program Manager*, when applicable.

(**NOTE:** Requests that do not fulfill all the items listed above will not be processed and will be returned to the originator for the needed additional information.)

2. APPROVAL PROCESS FOR ALL REQUESTS FOR CONSTRUCTION, RENOVATIONS, DEMOLITION, AND MAJOR REPAIR:

2.1 The Director for *Budget and Resource Management* is responsible for reviewing and for obtaining funding for all requests for construction, renovation, demolition, and major repair described *below*.

2.2 Upon receipt of the request by the Director for *Budget and Resource Management*, the request will be forwarded to the Director of *Director of Facilities Management*. The Director/*designee of Facilities Management* will then forward the request with a final cost estimate back to the Director for *Budget and Resource Management*. ***This cost estimate will be valid for 60 calendar days.***

2.3 Upon return of the request and review by the Director for *Budget and Resource Management*, s/he will be responsible for ensuring that the request and all pertinent information are brought before the Capital Improvement Committee for final approval. If approved, the Director for *Budget and Resource Management* will be responsible for initiating the documentation to procure the necessary funding if funding is not already available within current agency approved funds. (**NOTE:** Any proposed project with an estimated cost [to include labor] of more than \$100,000 must be submitted to and approved by the Budget and Control Board via the Joint Bond Review Committee before the project can be established and funds approved.)

2.4 Projects will be funded in the following order of categories and priorities:

Categories: A Security Risk

B Code and Safety Violations

C Operational/Sanitation/Emergency Repairs

D Maintenance Repairs/Energy Conservation

E General Renovations/Preventive Maintenance/Security Upgrade

Priorities: 1 Emergency

2 Urgent

3 Important

4 As Schedule/Funds Permit

2.5 Once the project has been funded, the Director of *Budget and Resource Management* or designee will submit a summary UCI cost breakdown of the project budget to the Division Director of Budget and Finance to initiate the project and for the purpose of tracking costs in the Construction Job Cost System. The *Director of Operations* and the Warden or Division Director who initiated the request will be notified if and when the project has been approved.

2.6 Once a project has been funded, the Director of *Facilities Management* will confer and establish a schedule of events to include preparation of engineering drawings, specifications, manpower requirements, scheduled start and completion dates, institutional requirements regarding the security, housing, and feeding of inmate workers, etc.

2.7 Sealed drawings stamped by a professional engineer or architect are required if the construction project exceeds 5,000 square feet or is more than three (3) stories high. All new construction which is assembly, institutional, educational, or which contains hazardous materials is not exempt from the "Sealing of documents requirement." Farm buildings not designed for human occupancy and buildings less than 5,000 square feet and less than three (3) stories high are exempt from having drawings sealed.

2.8 Once approved, no changes, other than construction coordination issues, may be made to any drawings, specifications, etc., without the approval of the Director for *Budget and Resource Management* **or designee**. Changes must be submitted in writing outlining the need for the change(s) and any additional funds needed by the Director of *Operations* or Warden through the Director of *Facilities Management* to the Director for *Budget and Resource Management* for approval.

~~2.9 All approved projects will be assigned a priority number by the Director for Administration.~~

2.10 The following is provided when making a request to the State Engineer for approval of demolition projects:

- Age and description of facility;
- Type and condition of construction being demolished;
- Use of construction being demolished;
- Exterior and interior photographs;
- Reason for the demolition; and
- Cost estimate and sources of funds for the demolition.

~~2.11 If the building/structure contains asbestos, it must be removed before demolition occurs and the removal must be included in the cost estimate. A DHEC permit will be required for asbestos removal, which will be coordinated by the Division Director of This may also be required for alteration or renovation work.~~

3. RESPONSIBILITIES DURING THE PROJECT: The Director of Facilities Management will be accountable for the following items concerning the project: (3-ACRS-2A-01, 3-4120, 4-4123)

3.1 The purchasing and accounting of all labor, materials, supplies, and equipment needed to complete the project. Purchases of such items will be charged to the project.

3.2 Ensuring that the respective credits/debits are made to the appropriate accounts should materials, supplies, or equipment purchased for one project be used on another project.

3.3 If work is being performed at an institution, ensuring that all materials and supplies are securely and safely stored in areas convenient to the construction or renovation site during off-duty hours in the space provided by the institution for such purposes.

3.4 Ensuring that inmate workers are appropriately fed, housed, and made available during the working schedule to ensure maximum economy during the construction or renovation period.

3.5 Coordinating the necessary security that may be required during the construction or renovation period.

3.6 Ensuring that the supervision of the work is by an individual holding a valid S.C. Contractor's License, if required by state law.

3.7 Ensuring that the projects conform to applicable federal, state, and/or local building codes. (3-ACRS-2A-01, 3-4120, 4-4123)

3.8 *The Director for Program Services* will be responsible for informing the Agency Director and Director's Staff of the progress of each project during the Agency Director's staff meeting.

4. RESPONSIBILITIES UPON COMPLETION OF THE PROJECT:

4.1 The Director of *Facilities Management* will be responsible for making arrangements with the appropriate Warden and Job Superintendent and the Safety *Manager* to inspect any areas in which construction or renovation work may have impacted on the security of the institution or area, and ensuring that all areas open to the outside are properly secured to prevent an escape.

4.2 The Director of *Facilities Management* will be responsible for contacting the Director of *Compliance, Standards and Inspections* to request a pre-opening inspection by a Detention and Correctional Inspector and a State Deputy Fire Marshal. **The State Engineer's Project Manager will be invited to participate in the inspection.** The Director of *Compliance, Standards and Inspections* will provide a written report of the findings to include all deficiencies noted, if any.

4.3 The Director of *Facilities Management*, together with the appropriate Warden or Division Director, will be responsible for making a physical inspection of the completed construction or renovation project and for preparing a list of agreed-upon deficiencies, to include action(s) necessary to be taken to correct such deficiencies.

4.4 Upon correction of any noted deficiency(ies), a final inspection will be conducted. If no remaining deficiencies are noted during the final inspection, the Director of *Facilities Management* or designee will turn over the operations manuals, keys, and any other equipment to the Warden or Division Director and the project close-out will be initiated.

4.5 The Director of *Facilities Management* or designee will be responsible for completing appropriate paperwork to close out the project with the completion date and total cost of the project. A copy will be forwarded to the Director of Budget and *Resource Management* for processing and necessary maintenance. **Operating** funds remaining on the project will be returned to the originator if

required after the project has been audited by the Financial Accounting Branch. Bond funds remaining on the project will be transferred to other projects based on the direction of the Capital Improvement Committee.

4.6 *Facilities Management*/or designee will ensure that as-built drawings are filed in the central drawings' vault.

5. DEFINITIONS:

Automated "Construction Job Cost System" (CJCS) refers to a computer system designed to provide the SCDC with a computerized record of all Construction, Renovation, Demolition, and Major Repair Projects requiring the expenditure of any manpower or funding. The system also enables the SCDC to keep a record of costs associated with all purchases made to complete any construction or renovation requests. The CJCS is also used to assist the *Facilities Management* Branch with equalizing work load between project managers and respective shops (General, Plumbing, Electrical, and HVAC).

Construction refers to building a facility which does not presently exist. It also includes altering a building by increasing the building's square footage; it further includes building multiple buildings, i.e., an entire correctional institution. (NOTE: No building or structure can be located in a flood plain.)

Demolition for purposes of this policy refers to total removal of a building or facility with the approval of the State Engineer and SCDHEC.

Major Repair refers to repairing equipment by replacement, complete re-roofing of a building, repairing an entire parking lot or road, etc.

Renovation refers to work within an existing building or structure and shall conform with the requirements of the code for new construction. This work does not add square footage to the building or structure but can result in rearranging the interior of the building (example: adding or deleting walls within a building or structure). Any load-bearing member affecting a building renovation will require seismic evaluation. When the renovation costs exceed 50% of the replacement value of the building or there is an occupancy change, the entire building must be brought up to current ADA and Building Code Requirements.

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