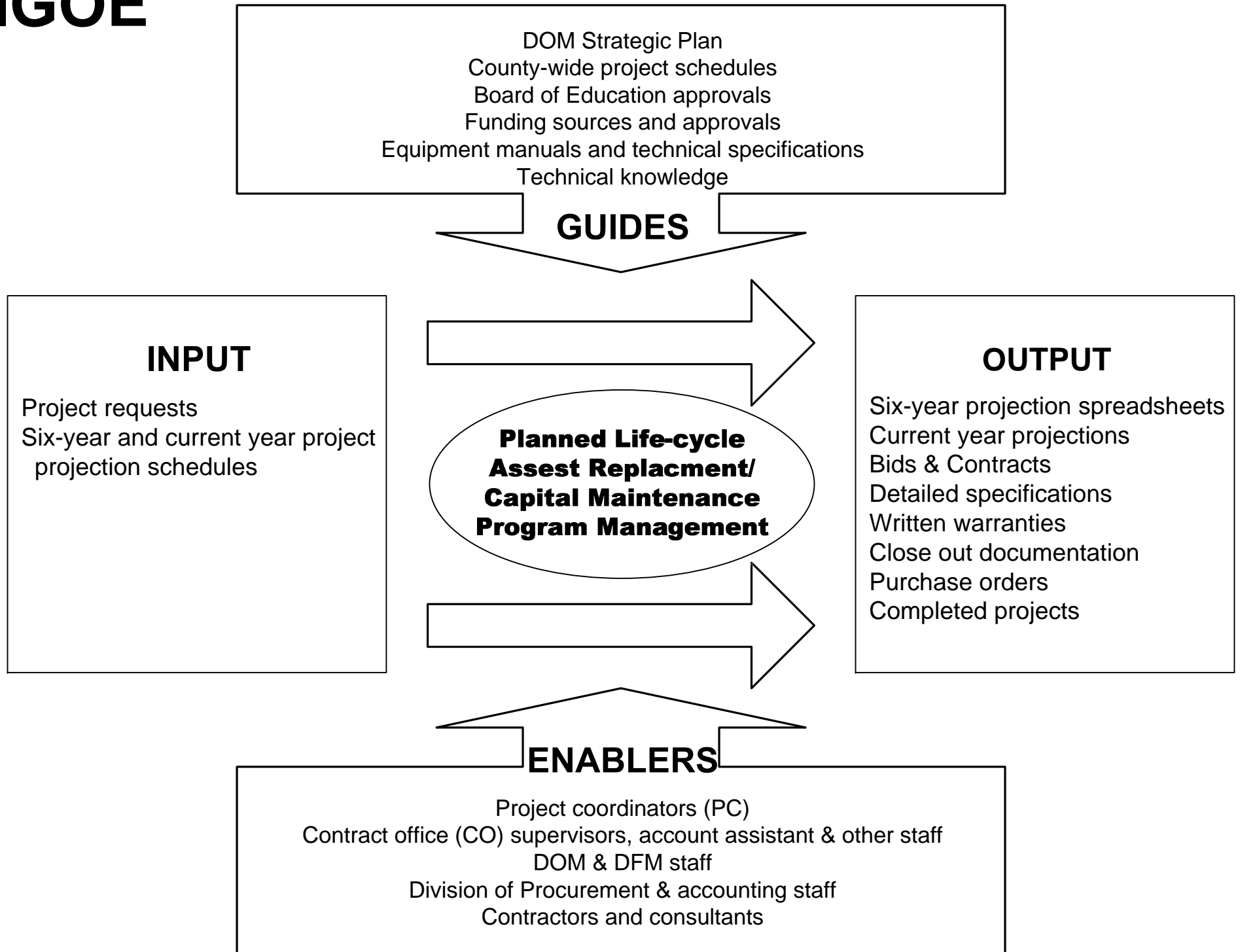


# IGOE



# Process for Planned Life-cycle Asset Replacement (PLAR)/Capital Maintenance Program Management

Updated: May 27, 2009

## **PURPOSE:**

To describe how planned life-cycle asset replacement (PLAR) and capital maintenance projects are submitted, approved and completed.

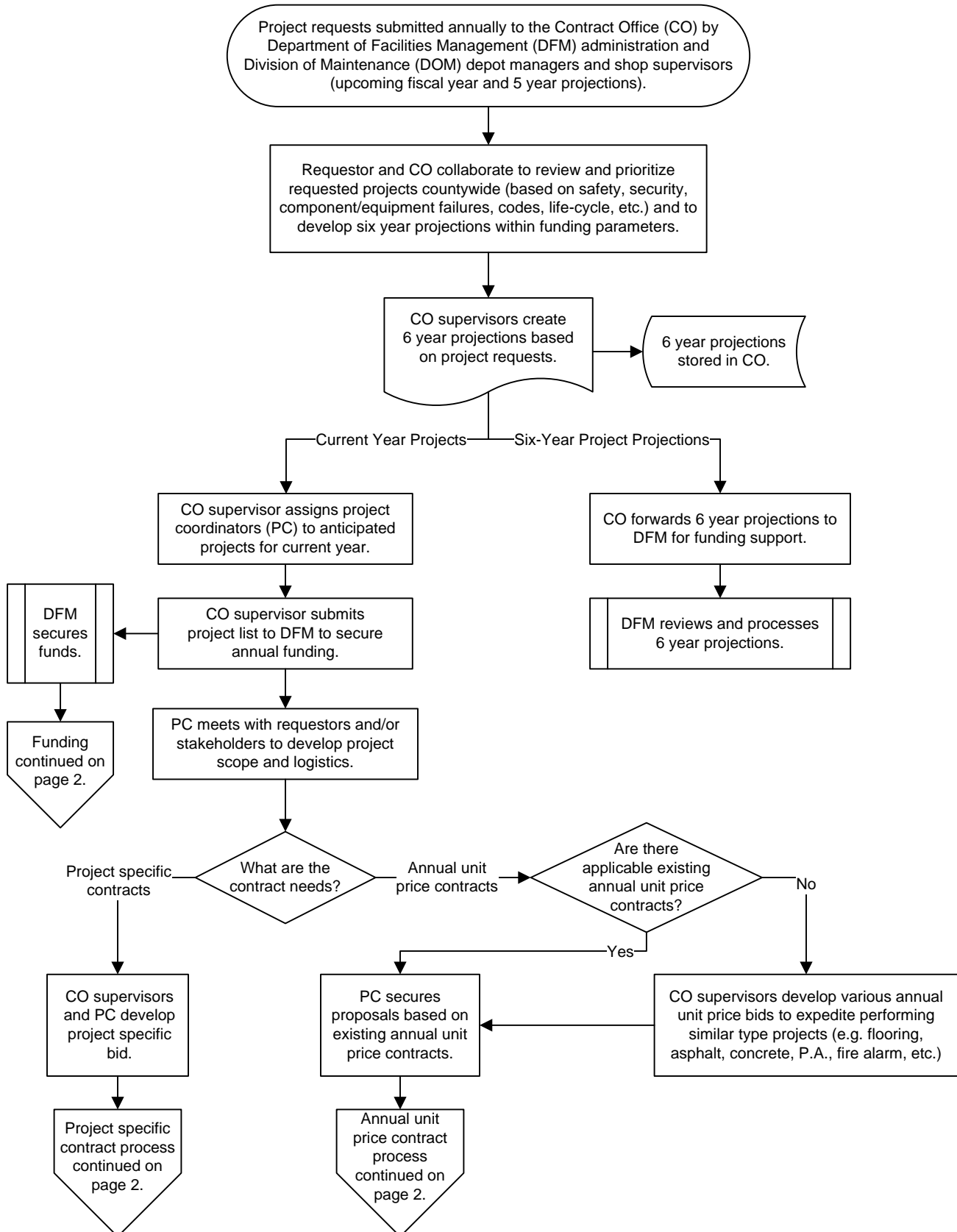
## **PROCESS SUMMARY:**

- Planned life-cycle asset replacement (PLAR) and capital maintenance project requests are submitted annually to the Contract Office (CO) by Department of Facilities Management (DFM) administration, Division of Maintenance (DOM) depot managers and Shady Grove shop supervisors.
- Requestor and CO staff collaborate to review and prioritize requested projects countywide (based on safety, security, component/equipment failures, codes, life-cycle, etc.), and to develop upcoming fiscal year projects and six year projections within funding parameters.
- CO supervisors create and submit six year projections and an annual project list to DFM for funding support.
- CO supervisor assigns project coordinators (PC) to the anticipated projects for the current year.
- PC meets with requestors and/or stakeholders to develop the project scope and logistics.
- Based on the contract needs, the CO will proceed with unique project specific contracts or annual unit price contracts.
- If project specific contracts are required, the CO supervisor and PC will develop a project specific bid and, as required, complete the project design utilizing in-house staff or through a consultant engineer and/or architect. The bid documents and drawings (if required) will then be submitted to the Division of Procurement, who will solicit and secure bids from contractors and Board of Education contract approval. The remaining processes are the same for either type of contract.
- If annual unit price contracts are required, the CO supervisor and PC will determine whether there are applicable existing contracts. If not, the CO supervisor will develop new annual unit price bids to expedite performing similar projects ((e.g. flooring, asphalt, concrete, P.A., fire alarm, etc.). If there are existing applicable contracts or after a new bid is written, the PC will secure proposals based on the contract. The remaining processes are the same for either type of contract.
- DFM advises CO that funds have been secured and CO account assistant III (AA) creates requisitions thru FMS to secure purchase orders (PO). Procurement then issues a PO to the contractor, which authorizes the contractor to begin the project.
- PC schedules a pre-construction meeting with facility administrator and contractor to be held at the project site to discuss and finalize project details, such as schedules, disruptions and safety concerns.
- PC regularly monitors and inspects the work on-site from the time work begins to completion to ensure compliance with the contract.
- Throughout the project, the contractor may submit partial payment invoices and/or change order requests to the PC. The request is reviewed, and if approved, processed by the AA. Then payment is issued by accounting and/or the PO is adjusted by procurement to reflect the change order.
- After the project is complete, PC performs project close-out tasks; including final inspections, written warranties, manufacturing inspections and permit close-outs.
- PC and CO supervisor provide signature approval on the final invoice and submit it to the AA for processing. Final payment is then issued from accounting and the project is complete.

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