

## FACILITIES PLANNING TEAM



### MEMORANDUM

**TO:** Department Finance Officers  
**FROM:** BOA Deputy Commissioner Andy Gerlach  
**DATE:** September 9, 2019  
**SUBJECT:** Project Management Guidance

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Greetings:

I would like to take an opportunity to describe the State Facilities Planning Team (FPT) and its role in office renovations and moves. FPT is comprised primarily of staff from the Bureau of Administration and Bureau of Information and Telecommunications. FPT works with agencies to ensure their office remodel and construction projects are planned and conducted in an efficient manner. It is our goal to ensure these projects go as smoothly as possible. It is important that the agency's representative/coordinator who attends FPT meetings is someone with the ability to make decisions on behalf of the agency. When do you need to use FPT?

1. Before all remodel projects and new construction can begin, an agency representative must present the agency's plan at an FPT meeting and attend subsequent FTP meetings during the project. The FPT team will discuss the details of your project with you and gain a better understanding of your needs. Plan feasibility will be verified before beginning new projects. Staff moving from an existing building to another existing building would also need to be presented at FPT.
2. For State buildings, computer-aided drawings (CAD) must be prepared for all projects that involve construction of private offices or changes in mechanical and electrical systems. The drawings should also include telecommunications and data wiring. We ask that you have the drawings prepared for your FPT presentation. Office of the State Engineer will assist with your computer-aided drawings.
3. Floorplans, carpet color, and paint color must be approved by BOA prior to beginning the project. Carpet and paint standards are outlined in BOA Policy ES-09, which can be found on the BOA website. Systems furniture color selections currently are Wales Fabric, light or dark gray. The frame color is Artic, and the desk top color is Urban Walnut. Any deviations from these standards require BOA approval.
4. Agencies in leased buildings must also present remodel plans to FPT. It is important to note:
  - a. BOA does not remove furniture from leased buildings.
  - b. Agencies are responsible for having furniture removed and returned to surplus if they will no longer use the furniture in their new location.

FPT meets every other Wednesday at 9:30 a.m. State Space Manager Kevin Fridley  
[Kevin.Fridley@state.sd.us](mailto:Kevin.Fridley@state.sd.us) is your point of contact if you need to present a project idea to FPT.