

SUBMITTING A CAPITAL PROJECT COST ESTIMATE REQUEST TO THE INTERNAL SERVICES DEPARTMENT

SUMMARY

This procedure explains how to submit a cost estimate request to the Internal Services Department (ISD) for planning, design, and construction of capital improvements, including new buildings and renovation projects. Projects with cost estimates over \$25,000 are classified as Work Orders through the Internal Services Department.

PROCEDURE

Departments can request a project cost estimate from ISD online through the ISD Intranet website: <http://intra8.miamidade.gov/APPS/ISD/DCSWOONLINE/servreqSql>.

1. Prior to submitting a request to ISD, the requesting department must first follow its own internal approval process and procedure.
2. The requesting department must have a funding source identified to support the project as well as a corresponding index code prior to submitting the request to ISD.
3. If required, the requesting department must obtain authorization from the Office of Management and Budget to commit the funds to the project.
4. Requesting departments must provide the following information when submitting a request for project cost estimate:
 - a. General description of the project requirements to include, but not limited to, furniture, fixtures and equipment;
 - b. Project Title and Project Number that corresponds to the County's budget book, where applicable;
 - c. Project Site Number as identified in the County's capital database, where applicable;
 - d. A confirmed funding source with a corresponding index code;
 - e. If the project is being funded directly or indirectly via reimbursement by Federal Funds/Federal Grant(s), the requesting department must provide ISD with any Federal Grant requirements for Procurement purposes;
 - f. Time constraints, if any;
 - g. Any special requirements or any other factors affecting the project (i.e., work that must be done after normal business hours);
 - h. Requesting department point of contact name, title, and phone number
5. After a project has been submitted to ISD for a project cost estimate, ISD will assign a project manager to serve as the ISD liaison to the requesting department. The assigned project manager will reach out to the requesting department should questions arise prior to providing a project cost estimate. The ISD project manager will provide oversight over the entire project from start to finish.

6. Once the project cost assessment has been completed, ISD will provide the requesting department with a **“Project Cost Summary”**, an agreement detailing the expenditures for review and approval to move forward.
7. Requesting department contact person should regularly check the status of the work and any correspondence should reference the assigned Work Order number. Project status and billing information can be accessed online at:
<http://intra8.miamidade.gov/APPS/ISD/DCSWOONLINE/>
8. Work Order assignments are prioritized according to safety and need, priority levels being:
 - 1 – Safety and Protection of Life and Property
 - 2 – Production/Operation
 - 3 – Routine
 - 4 – Preventive Maintenance

Requesting Departments that are tenants in ISD-Managed Facilities

If the requesting department is a tenant in an ISD-managed facility, they must notify the ISD Building Manager of the proposed project cost estimate request prior to the submission and follow the above stated procedures.

For a listing of all ISD managed facilities, please log on to:

<http://www.miamidade.gov/realestate/library/ISD-Maintained-Buildings.pdf>

CONTACTS(S):

Department/Division

Internal Services Department/Design and Construction Services Division/Work Order Coordinator

Internal Services Department/Design and Construction Services Division/Division Director

Internal Services Department, Director