

## OSE Tip of the Day

### Chapter 1

January 13, 2020

The TOD was created not only to remind you of what is contained in the Manual and required by the Procurement Law, but also to alert you to some of those hidden gems that can be found in the Manual or Law that no one realizes are there. Here are three examples from Chapter 1 of the Manual.

- 1) Why is there a State Engineer and Office of State Engineer (OSE)? SC Law §11-35-830 requires the creation of the State Engineers Office and that it be headed by the State Engineer. The law goes further to require this office to create a “Manual for Planning and Execution of State Permanent Improvements” and that all procurements involving construction, architectural and engineering, construction management, land surveying, and any associated pre-procurement and post-procurement activities be conducted in accordance with the Manual, the Procurement Law, and any regulations promulgated by the Board (ie, the State Fiscal Accountability Authority).

Also, SC Law §10-1-180 requires the construction, improvement, and renovation of state buildings to comply with the applicable standards and specifications contained in the Building Codes. The State Engineer is to determine the enforcement and interpretation of those codes and standards.

- 2) For whom is the Manual written? SC Regulation 19-445.2145(F) notes the purpose of the State Engineer’s Manual is to contain the procedures that an Agency will follow for the procurement of construction. Therefore, Agencies should view the Manual as an aid to the construction process. The Manual provides procedures that are consistent with the law for the procurement of design and construction services. While not noted in the law, the Manual is also a resource for architects, engineers, and contractors as they are directed to follow the state process.
- 3) Is the state project number necessary? All projects monitored by OSE are given a specific project number. The first three digits are an Agency identifier, eg. H09 is the Citadel; the next four digits identify whether the project is within a certain dollar range (PIP or non-PIP) or if it is an IDQ or TOC (*more on those later*); the last two digits are the initials of the OSE project manager. The Manual requires the Agency to assure the project number is on all documents and correspondence associated with the project. Therefore, letters, memos, minutes, emails, etc should indicate the state project name and the state project number in the subject line.