2-07/060.00 - Facilities Planning Bureau

Facilities Planning Bureau is comprised of three Units that are responsible for the Department's planning process relating to Project Management, Facility Planning, and Leases/Contracts and Finance Management.

Responsibilities include:

- processing Department Capital Project requests;
- initiating authorizations to proceed with the Departments of Public Works (DPW) and/or Internal Services (ISD) work authorizations and monitoring/verifying capital project expenditures;
- preparing the necessary documents for program/design efforts in order to define a project's scope of work;
- acting as liaison between the Department, contracted consultants, and the Departments of Public Works and/or Internal Services on the planning, programming, design and construction phases of all Department construction projects;
- initiate service and facilities programs and drafting architectural drawings for small-scale projects;
- acting as liaison between the Chief Executive Office and the Auditorâ€‘Controller's Office on matters of financing and budgetary issues related to Capital Projects;
- providing minor space configuration designs with emphasis in use of ergonomic furniture;
- reviewing furniture replacement specifications and issuing related procurement authorization codes; and
- processing Space Evaluation Requests and monitoring Departmental space assignments of Capital, Operating, and Administrative Leases.