



Smithsonian  
Institution

SMITHSONIAN DIRECTIVE 410,

April 27, 2005,

Date Last Declared Current: February 28, 2011

## FACILITY CONSTRUCTION AND IMPROVEMENT PROJECTS

Purpose	1
Responsibilities	2
Procedures for Obtaining Services	5
Additional Information	5

---

### **Purpose**

This directive establishes authorities and responsibilities associated with the facilities building program as delegated by the Secretary of the Smithsonian Institution.

The Director, Office of Facilities Engineering and Operations (OFEO), is the designated Smithsonian code official who is delegated the responsibility for the planning, real estate management, design and construction services of the Smithsonian Institution. All facility-altering projects are managed by or through OFEO. This is applicable to all units, museums, and other Institution organizations.

This directive is to ensure an appropriate level of quality standards to:

- maintain the safety, health and welfare of Smithsonian visitors and staff;
- protect, preserve, conserve, and secure the Smithsonian collections;
- support the special needs of scientific programs;
- preserve the Smithsonian buildings and their historic integrity;
- assure that all construction is coordinated and tracked through a central source; and
- promote accurate record keeping.

## **Responsibilities**

**OFEO** provides leadership for all Institution facility programs. OFEO provides consultation to the Secretary, Deputy Secretary, Under Secretaries, Smithsonian organization units, government organizations, and other museums on facilities matters. OFEO responsibilities are as follows.

The **Office of Engineering Design and Construction (OEDC)** is responsible for project implementation strategy, design and execution for all new construction and repair projects at Smithsonian facilities. The Director of OEDC is charged with identifying and ensuring compliance with the appropriate codes and regulations that serve as minimum design standards for all Smithsonian facilities. In addition, the Secretary has designated the OEDC Director as Chairperson of the Architect-Engineer Evaluation Board. This Board recommends the selection of Architect/Engineer firms or individuals to the Contracting Officer for contract award and carries out the delineated functions under Part 36 of the Federal Acquisition Regulations Subpart 36.6 dated July 23, 1990.

Within OEDC, specific responsibilities include the following:

- The Engineering & Design Division (EDD) provides architectural and engineering services for facility construction, renovation, and repair. This includes developing scopes of work for design services. EDD oversees contracted design efforts and is responsible for ensuring thorough project reviews and code/standards compliance for all physical plant construction and improvement projects. EDD also provides limited in-house design resources for small projects.
- The Construction Management Division (CMD) provides construction administration services and operates construction field offices at large project sites. CMD directs and oversees the activities of construction contractors, coordinates those activities with museum representatives, provides construction management services, and is involved in contract change order negotiations and approving payments.

**Responsibilities**  
(continued)

- The Cost Engineering Division (CED) provides cost estimates for projects at the development stage and provides revised cost estimates throughout the project life cycle to reflect changes and current market conditions.
- The Geo-Spatial Conversions Divisions (GSCD) consolidates and maintains Computer-Aided Design Drawings (CADD) and Electronic Document Management Systems (EDMS) for SI facilities and provides a single source for facility documentation, including construction drawings, specifications, shop drawings, and an approved as-built drawing capability for facilities management and project development.

The **Office of Planning and Project Management (OPPM)** administers the capital renewal program by providing comprehensive management of the Institution's Facilities Capital Program. OPPM monitors, directs and reports on the scope, budget, and schedule of individual projects, and coordinates the efforts of stakeholders, design and construction teams. For all projects, OPPM develops program requirements, then bundles, packages, and prioritizes them. For major projects, OPPM ensures that the scopes are well defined through the use of the Project Definition Rating Index and is responsible for fiduciary management of project funds for the duration of the project. OPPM also provides facilities master planning and is a point of contact for interagency review and approval processes for the National Capital Planning Commission, Commission of Fine Arts, and Section 106 requirements of the Advisory Council on Historic Preservation. The OPPM Director assigns a project manager to each major organization unit or group of units to coordinate and manage all physical plant projects.

The **Office of Safety and Environmental Management (OSEM)** is responsible for fire protection, life safety, and occupational safety and health, as well as ensuring that environmental codes, standards, and policies are fully implemented. OSEM provides technical support and reviews projects in accordance with SD 419 and the *SI Safety Handbook*.

**Responsibilities**  
(continued)

The **Office of Facilities Management and Reliability (OFM&R)** is responsible for providing museum support services in the Washington metropolitan area through eight zoned building management units, a business management unit, and a systems engineering unit. OFM&R staffers, under the direction of zone managers (assigned by the OFM&R Director to each major organization unit or group of units) and facility managers, provide routine maintenance and minor repairs and more complex maintenance and repairs that require contracting support. OFM&R also provides technical support and reviews projects for operability and maintenance to ensure compliance with established standards.

Within its business management unit, OFM&R provides energy management services, a work management center, a central repair shop, horticulture services, and other support services. Within the systems engineering unit, OFM&R provides building systems engineering, reliability-centered maintenance, and facilities assessment.

The **Office of Protection Services (OPS)** is responsible for security and protection of staff, visitors, collections, and buildings. The OPS provides technical support and reviews projects to ensure that adequate security is provided.

The **OFEO Resources Management Group** provides facility project budget advocacy, development, policy and standards, fiduciary accountability, program oversight and analysis, and provides financial administrative services regarding facilities issues.

The **OFEO Real Estate Group** provides consulting services for the oversight of leases, acquisition and disposition of Institution assets, property valuation, and financial analysis.

**Procedures for  
Obtaining Services**

Whenever a modification to the physical plant or an exhibition is anticipated, a unit must immediately contact and notify the appropriate project manager and/or zone manager serving as the primary liaison between OFEO and the unit. No project shall proceed without this notification. The project manager and the zone manager, in concert with the appropriate reviewing units, will provide assistance to define the nature and magnitude of the project and will assist the unit in selecting the appropriate method(s) for requesting services and for implementing the project. Available options are as follows:

- Form SI-3506, Request for Protection Services Special Event Support; and
- Form SI-2773, Office of Facilities Engineering and Operations Project Submittal Request.

---

**Additional  
Information**

More information on procedures for obtaining planning, design, and construction services is found in the OFEO *Facilities Project Management Handbook* located on the OFEO website.

---

**CANCELLATION:  
INQUIRIES:  
RETENTION:**

SD 410, March 4, 1994  
Office of Facilities Engineering and Operations  
Indefinite. Subject to review for currency 24 months from date of issue