

Ex officio: Eric S. Wallbeck, *designee of Secretary of General Services*

Robert J. Byrd, *Coordinator*

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The General Professional Services Selection Board was established in 1974 (Chapter 732, Acts of 1974). The Board provides an equitable method for awarding architectural and engineering contracts on certain State-financed capital projects for which the design fee exceeds \$100,000. The Board negotiates service contracts with the most qualified architectural and engineering firms at a price the Board determines to be fair, competitive, and reasonable.

The Board consists of four permanent members and one floating member. Permanent members are the Secretary of General Services or designee; one member chosen by the Governor from within the Department of General Services upon recommendation of the Secretary; and two members chosen by the Governor from the general public, at least one of whom may not be an engineer or architect. Public members serve five-year terms. The floating member is the head or designee of the using authority that presents a proposal to the Board for procuring architectural or engineering services (Code State Finance and Procurement Article, secs. 19-201 through 19-218).

OFFICE OF ENGINEERING AND CONSTRUCTION

Francis W. Kuchta, *Director*

301 W. Preston St., Room 1406
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The Office of Engineering and Construction provides State agencies with professional and technical services for the design and construction of State public improvements, except those of the Department of Transportation. Office functions are assigned to two Divisions: Design and Approval, and Construction Supervision and Inspection.

DESIGN AND APPROVAL DIVISION

Keith D. Kelley, *Assistant Director*

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The Design and Approval Division provides architectural, engineering, and site planning services to State agencies other than the Department of Transportation. The Division's work includes consultant-designed projects and in-house designed projects. Five staff groups monitor, coordinate, and review all consultant-designed projects. Each staff

group is headed by a registered architect, engineer, or landscape architect. An in-house group provides design services on projects that can be completed more economically by the Department of General Services. An in-house project usually does not exceed a total construction cost of \$500,000.

CONSTRUCTION SUPERVISION AND INSPECTION DIVISION

John J. Hartlove, *Chief*

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The Construction Supervision and Inspection Division monitors the construction of new building projects. These include alterations or renovations to existing structures. By monitoring construction, the Division ensures that projects are completed in accordance with approved designs and specifications. The Division also monitors the inspection of public school construction carried out through the State's Public School Construction Program.

OFFICE OF FACILITIES MANAGEMENT

Donald E. Schaefer, Ph.D., *Director*

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Throughout the State, the Office of Facilities Management provides technical assistance to physical plant personnel in the operation and maintenance of State facilities. The Office operates and protects the Annapolis and Baltimore State Office Centers and the State's Multi-Service Centers. The Office is organized into five Divisions: Plant Management, Annapolis Public Buildings and Grounds, Baltimore Public Buildings and Grounds, Multi-Service Centers, and Saratoga State Center.

PLANT MANAGEMENT DIVISION

Edward C. Schlauch, *Chief*

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The Plant Management Division implements the Comprehensive Maintenance and Repair Program. Regularly, the Division inspects all State facilities included in the Program in order to identify preventive maintenance tasks and verify the condition of the facilities. The Division also administers a program of preventive maintenance and operational review for all public school buildings, both elementary and secondary. At the request of the Board of Public Works and as a service to the Interagency Committee on School Construction, the Division annually reports on the physical condition of the public schools. The report is used to