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MARYLAND DEPARTMENT OF GENERAL SERVICES

FACILITIES OPERATIONS & MAINTENANCE • FACILITIES PLANNING, DESIGN & CONSTRUCTION
PROCUREMENT & LOGISTICS • REAL ESTATE

MEMORANDUM

TO: All Holders of the DGS Procedure Manual for Professional Service

FROM: William R. Gluck, P.E., Chief
Project Management & Design Division
Office of Facilities Planning, Design & Construction

DATE: September 12, 2007

SUBJECT: Update to the July 2003 Procedure Manual

The Maryland Department of General Services Procedure Manual for Professional Services, July 2003 edition, resides on the DGS internet website at www.dgs.state.md.us. The manual can be accessed by clicking on the 'Facilities Planning, Design & Construction' link. On the right side of the screen, scroll down to the 'Professional Services' heading.

In July 2007, an update of Chapter I of the Manual was reissued to include a new requirement for a certification statement by the Professional Engineer on a design team. It has subsequently been brought our attention that there are incorrect references to the Maryland Contract Weekly in paragraph 1 Procedures for Procurement of Professional Services of Chapter 1. These references have been deleted and replaced with references to eMarylandMarketplace and the Bid Board on the DGS web site.

Please download the pdf file attached to this notification and replace the previously issued Chapter I with the "Updated September 2007" version.

If there are any questions or comments related to the July 2003 Procedure Manual, please contact William Gluck by phone at 410-767-4439 or by e-mail at Bill.Gluck@dgs.state.md.us.