

# Department of General Services

## Agency Overview

The Department of General Services (DGS) strives to deliver cost-effective, high quality, reliable and sustainable services by managing quality facilities, ensuring efficient fleet operations, and maintaining exemplary administrative customer service that supports Baltimore City agencies in the advancement of their goals.

In addition to the oversight and repair of City vehicles in the City's fleet, DGS is also responsible for the renovation, alteration, repair and maintenance of all City-owned buildings. Specifically, DGS's Capital Projects and Energy Major Projects Division (CPE) oversees the design and construction of capital improvements to 205 City-owned and managed facilities. As a complement to CPE's work, DGS's Facilities Maintenance Division (FMD) strives to achieve efficient operation and maintenance of City owned-buildings and to provide safe, healthy and effective work spaces that facilitate the delivery of City services.

Through the use of in-house design and construction project managers, inspectors and contract administration personnel, CPE administers and manages all aspects of capital improvements in City buildings on behalf of various user agencies, including the Baltimore City Police Department, the Baltimore City Fire Department, Baltimore City Courts and the Enoch Pratt Free Library. These improvements may include building infrastructure improvements (roofs, windows, HVAC, elevators) as well as agency-specific improvements that work to improve an agency's operations (floor plan renovations, etc.).





401 E. Fayette Street



Police Stations



Courts Buildings



Fire Stations

## Capital Projects

DGS works on behalf of ten City agencies, including itself, and works with those agencies to implement capital projects that are necessary to maintain the building's infrastructure and that are vital to that agency's operations. DGS's capital projects are typically categorized by the type of building involved. For example, buildings such as City Hall or the Abel Wolman Municipal Building would be categorized as municipal buildings, fire and police stations would be considered public safety buildings, and health facilities, employment/career development facilities, senior centers, and community action centers are considered community support buildings. DGS also performs capital work on buildings in the Enoch Pratt Free Library system and the Convention Center.

While there are no formal adopted plans for DGS's capital work in its buildings, the performance of capital projects is usually dictated by the condition of the buildings. Many of the systems, such as HVAC systems and roofs, have out-lived their useful life or, because of the age of the building, are non-existent (for example, fire suppression systems or fire alarms). There is a significant need to upgrade, repair, or install these basic building infrastructure systems for the comfort of building tenants and to address issues of life and safety. For many buildings, the systems continue to deteriorate, risking loss of use of the building (no occupancy permitted) or danger to the personnel and public citizens using the buildings. Replacement of these basic infrastructure systems, just to maintain basic building function, is

of such a cost that each project rises to the level of a capital improvement, requiring funding from the capital budget.

In general, projects that deal with correcting/repairing the infrastructure of the building (structural stability, roof replacements, etc.) are the highest priority because it is necessary to weather proof the building prior to performing interior work so that its contents are protected. Energy efficiency of the buildings is also considered and may result in the installation of new windows or upgrades to lighting, HVAC or other systems.

The primary funding source for DGS is city funds, typically General Obligation (GO) Bonds. On occasion, depending on the using agency (*i.e.*, Health Department) or type of building (*i.e.*, a building of a historic nature), grant funding specific to the project may be available. Grants typically require matching funds from the City.