

State of Kansas - Bid Document Deliverable Checklist
Department of Administration, Office of Facilities and Property Management

This list represents the items required to be submitted to OFPM for the purposes of bidding a project. If any item on this list is not included, it may delay the bidding of the project. Consult the Building Design and Construction Manual Chapter 13 for more detailed instructions. This list is not required to be submitted with the Bid Documents. This list will be completed by OFPM staff as part of their review of the project. NA indicates not applicable to this project.

Project Number: _____ Project Name: _____

DFM A/E: _____

Met **Not Met**
Initial **General Items**

- _____ 1. An approved code footprint, signed by all parties, is on file at OFPM.
- _____ 2. Project architect/engineer has completed Energy Efficiency Performance Standard portion of the Request for Review. (Form to be filed in Codes folder of electronic project folder.)
- _____ 3. Updated cost estimate.

Format Items – Drawings

- _____ 4. Deliverables are submitted both electronically (*CD/DVD, do not e-mail*) and on paper. (Electronic copies are to be from a scan of the final vellum/Mylar® drawings.)
- _____ 5. All electronic .PDF deliverables are on one CD/DVD.
- _____ 6. Final drawings are on vellum or Mylar®.
- _____ 7. Title blocks contain:
 - The appropriate discipline's seal, signed and dated across the seal
 - Project number Building number
 - Project name is consistent with the Project Number / Data Form.
- _____ 8. Each drawing sheet is its own .PDF document at 300 dpi resolution and includes:
 - Drawing file titles with a 3-digit numerical prefix (beginning with 001),
 - The drawing file includes the sheet number and a brief description of the sheet content.
- _____ 9. Drawing cover sheet information is complete:
 - Project title Project number Building number State Agency
 - Primary Consultants name/discipline Drawing Sheet Index
- _____ 10. Drawing files are titled in the numerical order the project architect/engineer intends the drawing set to be displayed.
- _____ 11. A professional seal with signature, date, readable at the intended size of the drawing.

Format Items – Specifications

- _____ 12. Technical specifications and all other information listed below are submitted on white, 20 lb. bond paper and .PDF format.
- _____ 13. Each electronic technical specification Division with applicable Sections are bundled as one (1) .PDF file per specification Division.
- _____ 14. Project title is consistent with the Project Number / Data Form.
- _____ 15. Each electronic specification file and all other informational files, created by the project architect/engineer are numbered in the order the project architect/engineer intends the information to be displayed, and a 3-digit numerical prefix and title (001, 004, 005 are reserved for OFPM).
- _____ 16. All technical reports, legal descriptions, documents, records and/or papers prepared by the design team for the project sealed, signed and dated, unless otherwise approved by OFPM.
- _____ 17. The above reports are provided in both white 20 lb. bond and in .PDF format.

- _____ 18. One 8.5 x 11 sheet (or separate pages) of white 20 lb. bond with the project title, OFPM project number, agency name and each professional's seal, signed and dated. These sheets are to be one .PDF and begin with the number 002-.
- _____ 19. A completed Table of Contents prepared in.DOC/DOCX format, listed in the order shown on the Table of Contents template.
- _____ 20. A Specification Front End Data Form DCC Form 305 is provided.
- _____ 21. Printed specifications correspond with Table of Contents and number of pages matches.
- _____ 22. Division 1 sections, edited and formatted as supplements to OFPM Documents A-I & OFPM Division 1 are submitted in.PDF format.

Technical Review

- _____ 23. A Specification Front End Data DDC Form 305 completely filled out.
- _____ 24. Alternates and unit prices are designated with whole numbers, without subsets. (Example: Alt. 1, Alt. 2, Alt. 3, etc.)
- _____ 25. Each alternate is mutually exclusive from all other alternates and described as such on the appropriate drawing sheet and specification section.
- _____ 26. Full descriptions of alternates, unit prices and allowances are included in the project architect/engineer's Division 1 section.
- _____ 27. A separate sheet is attached to the above document identifying and specifying the agency's procedures for the project's funding source (i.e. federal funds) that requires additional or non-standard procedures and/or forms beyond State of Kansas requirements.
- _____ 28. Document details correspond with code requirements on Code Footprint.(not applicable if code footprint not required)
- _____ 29. Construction separation in occupied buildings and temporary egress is shown.
- _____ 30. Accessibility Review
 - Path of Travel Site and parking Building access Accessible routes exterior and interior
 - Protruding objects Stairs and elevators doors Toilet and shower rooms Alarms
 - Counters and storage Special occupancy requirements
- _____ 31. Code review
 - Special use or occupancy requirements
 - Details comply with construction type
 - Details for rated walls, horizontal assemblies, penetrations, joint systems, openings, duct and air transfer openings, concealed spaces
 - Interior finishes
 - Sprinkler
 - Standpipe
 - Fire Alarm
 - Emergency Alarm system
 - Smoke Control
 - Smoke Heat Vents
 - Means of egress – width, illumination, doors (including hardware), stairs, vertical exit enclosures, exit signs, handrails and guards, corridors, exterior ramps and stairs, exit discharge, assembly requirements, emergency escape and rescue
 - Interior Environment
 - Exterior Walls
 - Roof
 - Structural load performance criteria indicated
 - Soils and foundations
 - Glass and Glazing
 - Plastic (including foam insulation)
 - Electrical –
 - Mechanical –
 - Plumbing –
 - Elevators