

# CAPITAL IMPROVEMENT PROJECTS – ADVERTISEMENT SCHEDULE

FY 2012 Submittal Dates for State Building Advisory Commission Action

General:

- \* SBAC meetings are scheduled for the first Wednesday of the month at 1:30 p.m. If member availability is insufficient for a quorum, the meeting will be rescheduled.
- \* Project advertisement from an agency for publishing in the Kansas Register is due to OFPM by noon Wednesday of each week for submittal to the Secretary of State's office. SOS will publish both the paper and online copies of the register on Thursday of the following week.
- \* Statute required the architect/engineer be given 15 calendar days to prepare and submit a proposal. The earliest required proposal submittal day and time to OFPM is noon on Friday of the second week after the publish date. If an agency advertises a longer than a 15-day proposal submittal time, the advertisement submittal must be proportionately earlier in order for the scheduled proposal submittal date to remain unchanged.
- \* Practical time for the SBAC to sufficiently review proposals and develop a quality analysis of the A/E candidates is a minimum of 10-calendar days after receipt by OFPM. OFPM endeavors to transmit the proposals to members by close of business on Friday when received, and the latest date is close of business on Monday after receipt. The earliest SBAC meeting date will be Wednesday of the first week after proposals are received by OFPM.
- \* Below schedule, based on the submittal/receipt events and required processing time of each, identifies typical dates on a monthly basis. The minimum process time requires receipt of an acceptable project advertisement at OFPM at least five (5) weeks earlier than a scheduled SBAC meeting.

Schedule:

Ad Due to OFPM (Wednesday noon)	Ad Due to SOS (Thursday noon)	Ks Reg Published (Thursday)	Proposal Due to OFPM (Friday noon)	SBAC Meeting (Wednesday 1:30)
01-Jun-11	02-Jun-11	09-Jun-11	24-Jun-11	6-Jul-11
29-Jun-11	30-Jun-11	07-Jul-11	22-Jul-11	3-Aug-11
03-Aug-11	04-Aug-11	11-Aug-11	26-Aug-11	7-Sep-11
31-Aug-11	01-Sep-11	08-Sep-11	23-Sep-11	5-Oct-11
28-Sep-11	29-Sep-11	06-Oct-11	21-Oct-11	2-Nov-11
02-Nov-11	03-Nov-11	10-Nov-11	25-Nov-11	7-Dec-11
30-Nov-11	01-Dec-11	08-Dec-11	23-Dec-11	4-Jan-12
28-Dec-11	29-Dec-11	05-Jan-12	20-Jan-12	1-Feb-12
01-Feb-12	02-Feb-12	09-Feb-12	24-Feb-12	7-Mar-12
29-Feb-12	01-Mar-12	08-Mar-12	23-Mar-12	4-Apr-12
28-Mar-12	29-Mar-12	05-Apr-12	20-Apr-12	2-May-12
02-May-12	03-May-12	10-May-12	25-May-12	6-Jun-12

\*State offices are closed Friday after Thanksgiving. Any proposal due on that date (November 25, 2011) may be delivered to OFPM by noon the following Monday, November 28, 2011.

