

CHAPTER 2 – OWNER’S RESPONSIBILITIES

- 1.0 Owner is the State Agency / Agency who is responsible for the project programming and funding.
- 2.0 The Owner will designate a representative authorized to act on the Owner’s behalf for the Project.
 - 2.1 If there is a committee formed by the Owner, one individual should be designated as the representative authorized to act on the Owner’s behalf for the Project.
 - 2.2 The Owner will identify the owner’s project team members.
- 3.0 The Owner will provide complete information and program requirements for the project.
 - 3.1 As part of the program, the Owner will establish and update an overall budget for the Project, which will include the construction cost, the Owner’s other costs and reasonable contingencies related to all of these costs.
 - 3.2 As part of the program, the Owner will provide a design and construction schedule.
- 4.0 The Owner will, in a timely manner, fill out and forward the Project Number / Data Request FPDC Form 935 to DFM for the assignment of a project number. This DFM project number is to be used on all correspondence, construction documents and all other paperwork associated with this project.
 - 4.1 Unrestricted projects advertised in the *Kansas Register* should have a DFM project number prior to the request for advertising.
 - 4.2 Restricted projects should have a DFM project number prior to fee negotiations.
 - 4.3 Project numbers assigned to the project by the owner or project architect/engineer should be identified as such.
- 5.0 After the State Building Advisory Commission (SBAC) (see Chapter 4) establishes the interview list, the Owner will provide all nominated firms with a completed Fee Negotiation Checklist FPDC Form 102.
 - 5.1 The Owner will refine this list prior to the initial fee negotiating meeting with the selected firm.
- 6.0 The Owner will provide approvals and decisions as expeditiously as necessary for the orderly progress of the project architect/engineer’s services and work of the contractors.
- 7.0 The Owner will provide the project architect/engineer access to the premises as scheduled with the Owner.
- 8.0 The Owner will keep the project architect/engineer apprised of the project funding.
 - 8.1 Should the project funding be terminated, the Owner will pay the project architect/engineer for work completed to date.
 - 8.2 Should the project funding be reduced or increased, the Owner will pay the project architect/engineer for work completed to date, and negotiate a fee in accordance with the reduced or increased budget **and** reduced or increased scope of work.
- 9.0 If the project is a renovation or addition, the Owner will provide to the project architect/engineer all available plans, specifications and other documentation.

- 10.0 The Owner will define all work to be done by in-house forces before and during the construction of this project.
- 11.0 If a renovation, the Owner will designate all items to be salvaged and the location(s) for storage of those items.
- 12.0 The Owner will designate the staging area during construction.
- 13.0 The Owner will furnish the project architect/engineer with a current survey describing physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site as required. If the Owner cannot provide a current survey of the property, a surveyor will be selected by DFM from a list of ancillary services which are advertised annually.
- 14.0 If required, the Owner will be responsible for obtaining the services of a geotechnical survey through DFM when such services are requested by the project architect/engineer. Such services will include but are not limited to test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials and ground contamination. A geotechnical firm will be selected by DFM from a list of ancillary services which are advertised annually.
- 15.0 The Owner will be responsible for providing copies of structural, mechanical, chemical, air and water pollution tests, tests for hazardous materials and other laboratory and environmental tests, inspections and reports to the project architect/engineer. If no reports are available, but are required for the project, an appropriate firm will be selected by DFM from a list of ancillary services which are advertised annually.
- 16.0 The Owner will provide prompt response to questions, and inquiries during the construction of a project.
- 17.0 The Owner will promptly forward to the project architect/engineer and contractor, DFM Inspection Records sent from DFM to the Owner.
 - 17.1 Each Owner will identify only one contact individual for the receipt of Inspection Records. It is the responsibility of this individual to forward this information to the appropriate member(s) of the owner's staff.

END OF CHAPTER 2