

Building Design and Construction Manual

CHAPTER 4 – PROCUREMENT OF BUILDING DESIGN AND CONSTRUCTION SERVICES

- 1.0 Eligibility Requirements and Procedures for Architectural, Engineering and Land Surveying Services
 - 1.1 To be eligible to perform architectural, engineering or land surveying services ([K.S.A. 75-1251](#) and [K.S.A. 75-1258](#)) on state construction projects, the entity (firm) performing such services must meet the following conditions:
 - 1.1.1 The entity, whether individual, firm, partnership, corporation, association or other legal entity is permitted by law to practice the profession of architecture, engineering or land surveying in accordance with Kansas State Board of Technical Professions regulations.
 - 1.1.2 The entity has general professional liability insurance or specific professional liability insurance adequate for the project.
- 2.0 Annual Statement of Qualifications
 - 2.1 The Secretary of Administration by statute annually requests firms engaged in the lawful practice of architecture, engineering and land surveying to submit a statement of qualifications (SOQ) and performance data. A request for annual statements is published each December in the *Kansas Register*.
 - 2.2 The State of Kansas Professional Qualifications DCC Form 050 is to be used. It is available at www.da.ks.gov/fp/. Supplemental information, including photographs and letters of reference related to each firm's architectural/engineering work may also accompany the form.
 - 2.3 Each multi-office firm is required to fill out a Professional Qualifications DCC Form 050 for each office that will provide services to the state of Kansas.
 - 2.4 Following are clarifications regarding the Professional Qualifications DCC Form 050.
 - 2.4.1 Section 1c, check which office matches the address listed in 1a.
 - 2.4.2 Section 3, should **only** be filled out when submitting the form annually each December.
 - 2.4.3 Section 4, update for each capital improvement project proposal.
 - 2.4.4 Section 4a, identify types of disciplines the firm has available for building construction projects owned by the state of Kansas.
 - 2.4.5 Section 4b, indicate the total number of employees for **all** office locations.
 - 2.4.6 Section 4b, indicate the number of employees for the office address given in Section 1a.
 - 2.4.7 Section 4b, indicate the number of Kansas licenses for each discipline in the office listed in 1a.
 - 2.4.8 Section 5, describe the firm's past experience providing services for building construction projects owned by the state of Kansas.
 - 2.4.9 Section 5a, is not limited to the attachment's list of experience types.
 - 2.4.9.1 "Types of experience" on the attachment's list is not all inclusive. Providing additional "types of experience" in Section 5a and/or highlighting all of the firm's "types of experience" on the attachment is optional.

- 2.4.10 Section 5b, Revenue is optional.
- 2.4.11 Section 6, percentage of the firm's current work (as both a prime and as a consultant) for all building construction projects on state property or owned by the state of Kansas compared to the firm's current workload of all projects.
- 2.4.12 Sections 7b and 7c, are required to be legible.
- 2.4.13 Section 7d, is required to be current.
- 2.5 Each completed Professional Qualifications DCC Form 050 and supplemental information should be received by OFPM in .PDF format either via e-mail or on a CD/DVD. SOQs by statute are required to be filed and made available to the SBAC and Negotiating Committees.
- 2.6 Eligible firms, which have never sought State work, are encouraged to contact OFPM regarding the State's eligibility, qualification, nomination and selection procedures and policies.
- 3.0 Announcement of Architectural and Engineering Services
 - 3.1 Upon receipt of a written program statement and draft advertisement from a state agency for a project, which has been funded and approved by the Kansas Legislature, OFPM will submit an advertisement to be published in the *Kansas Register* requesting proposals from architectural and engineering firms interested in the project.
 - 3.1.1 The *Kansas Register* is the **official** publication where all requests for architectural and engineering services for all state tax-funded building construction projects are announced
 - 3.1.2 Any capital improvement project funded by other means may also be advertised in the *Kansas Register*.
 - 3.2 The *Kansas Register* is published every Thursday by the Kansas Secretary of State. The *Register* is available on line at http://www.kssos.org/pubs/pubs_kansas_register.asp and is available in many libraries throughout the state.
 - 3.2.1 Subscriptions to the *Kansas Register* may be obtained by contacting the Kansas Secretary of State on the internet at <http://www.kssos.org>, by e-mail at kansasregister@kssos.org, or by telephone at 785-296-3489.
- 4.0 SBAC Guidelines for Proposal Submittals
 - 4.1 When requests for architectural and engineering services are advertised, all eligible firms may submit a proposal to the SBAC indicating their interest in being nominated by the SBAC for the advertised services.
 - 4.1.1 Should there be any conflicts between the *Kansas Register* advertisement and requirements listed below or anywhere else, firms shall follow the requirements listed in the *Kansas Register* advertisement.
 - 4.2 Each proposal for advertised services shall contain the following information in the order provided below:

- 4.2.1 A one-page letter of interest including a synopsis of qualifications; completed State of Kansas Capital Improvement Project Qualifications DCC Forms 051, 052, 053, and 054; any photographs or information relevant to the advertised services or letters of reference related to the firm's architectural/engineering work; and information specifically requested in the advertisement. Kansas Capital Improvement Project Qualifications DCC Forms 051, 052, 053, and 054 can be altered to accommodate each firm's qualifications.
- 4.2.2 A maximum of forty (40) pages of **readable** surfaces, which may be double-sided. Double-sided proposals do **not** increase the forty (40) page readable surfaces limit. Covers, separation tabs and the Professional Qualification Form(s) 050 do not count toward the forty (40) page readable surface limit.
 - 4.2.2.1 Covers and separation tabs with firm information, including photographs, will be counted in the 40-page readable-surface limit.
- 4.2.3 An **updated** State of Kansas Professional Qualifications DCC Form 050, for each proposing firm and each consulting firm should be included at the end of each proposal.
- 4.3 Each proposal shall be submitted in the following format(s):
 - 4.3.1 A .PDF document less than 5 MB, delivered to OFPM by e-mail or on a CD/DVD. .ZIP files will not be accepted.
 - 4.3.2 Paper copies, if requested, shall be a duplicate of the. PDF proposal, submitted in a loose-leaf binder, bound together or stapled.
- 4.4 Following are clarifications regarding the Capital Improvement Project Qualifications DCC Forms 051, 052, 053, and 054.
 - 4.4.1 Form 051, Section B1: use title and location in the *Kansas Register* advertisement.
 - 4.4.2 Form 051, Section B2: the date of the *Kansas Register* advertisement (optional).
 - 4.4.3 Form 052, Section E, is used to identify key personnel who will be involved with the project and their experience relevant to the services advertised.
 - 4.4.3.1 When presenting photographs of relevant experience gained with other **architectural** firms, only projects in which the individual had primary responsibility for the building's configuration and/or appearance should be presented. The architectural firm by which the individual was employed should also be noted.
 - 4.4.3.2 **Engineering** firms submitting project photographs must limit these to examples in which the engineering firm's role was significant in the building's configuration, appearance, or design of engineering systems. The architect of record should also be noted.
 - 4.3.5 Form 053, Section F, is used to identify projects relevant to the services advertised.
- 4.5 OFPM will receive and deliver to the SBAC all submittals that are received prior to the advertised deadline.
 - 4.5.1 Firms interested in tracking the delivery of their submittal should do so through their delivery service, not OFPM.

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- 4.5.2 In order to assist OFPM with receipt of all proposals, firms are encourage to e-mail OFPM their intent to propose, the date the proposal is sent, and the method of delivery.
 - 4.5.3 Improper submittals will be noted and delivered to the SBAC but may not receive consideration.
 - 4.5.4 Late proposals will not be delivered to the SBAC.
- 5.0 SBAC Nomination of Qualified Firms
- 5.1 The State Building Advisory Commission shall nominate at least three (unless fewer proposals of interest are received) and not more than five firms. On any given project, the following factors may or may not be used by each commissioner individually or collectively as a group:
 - 5.1.1 performance on state work,
 - 5.1.2 prior experience with projects of similar type, size and cost that was advertised,
 - 5.1.3 design experience, including industry and design awards
 - 5.1.4 production quality, current workload for all clients, and ability to manage and meet state deadlines,
 - 5.1.5 experience and working relationships with clients, contractors, consultants, associates and/or joint venture partners,
 - 5.1.6 capability of providing services at the location of the project,
 - 5.1.7 ability to provide accurate and relevant cost estimates and control project costs within the given budget,
 - 5.1.8 construction administration services,
 - 5.1.9 factors required by specific project programs, and
 - 5.1.10 proper submission of proposals.
 - 5.2 The list of nominated firms and their proposals shall be submitted to the negotiating committee, without any recommendations of preferences.
 - 5.3 Nominated firms will be notified of their nomination by e-mail.
 - 5.4 Record of Nomination/Selection Process
 - 5.4.1 All nominated firms and the selected firm will be announced on the OFPM webpage after the contract with the selected firm is signed by all parties.
- 6.0 Kansas Open Records Act
- 6.1 Requests for copies of public records should be addressed in writing to the Director of Division of Facilities Management, 900 Jackson, Room 600, Topeka, Kansas 66612, in accordance with the Kansas Open Records Act. ([K.S.A45-215 et seq.](#))
 - 6.2 Advance payment of a fee is required to receive copies of public records.

- 6.3 When copies of project proposals received by OFPM are requested, firms will be able to purchase paper copies from OFPM or a CD/DVD from the State's contracted printing company.
- 6.4 Copies of the proposals can be obtained after a contract with the selected firm is signed by all parties.

END OF CHAPTER 4