
CHAPTER 4 – PROCUREMENT OF PROFESSIONAL DESIGN 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 Kansas;
- 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 annually encourages 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 qualifications is published each December in the *Kansas Register* and is available on the DFM website at <http://da.ks.gov/fp/construction.htm>.
- 2.2 The State of Kansas Professional Qualifications FPDC Form 050 to be used is available on the DFM website at www.da.ks.gov/fp Supplemental information regarding each firm may also accompany the form.
- 2.3 Each multi-office firm is required to fill out a Professional Qualifications FPDC Form 050 for each office that will provide services in Kansas.
- 2.4 Following are clarifications regarding the Professional Qualifications FPDC 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, should be updated for each capital improvement project proposal.
- 2.4.4 Section 4a, should identify types of disciplines required for state of Kansas building construction projects.
- 2.4.5 Section 4b should indicate the total number of employees for **all** office locations.
- 2.4.6 Section 4b, should indicate the number of employees for the office address given in Section 1a.
- 2.4.7 Section 4b, should provide the number of Kansas licenses for each discipline in the office listed in 1a.
- 2.4.8 Section 5, should describe the firm's experience for state of Kansas building construction projects.
- 2.4.9 Section 5a, is not limited to the attachment's list of experience types.
- 2.4.10 Section 5b, Revenue is optional.

- 2.4.11 Section 6, percentage of the firm's current work for the state of Kansas (as both a prime and as a consultant) compared to the firm's current workload of all projects.
- 2.4.12 Sections 7b, 7c, should be legible.
- 2.4.13 Section 7d should be current.
- 2.5 Each completed Professional Qualification FPDC Form 050 and supplemental information received by DFM will be filed and made available to the State Building Advisory Commission (SBAC) and Negotiating Committees.
- 2.6 Eligible firms, which have never sought State work, are encouraged to contact DFM 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, DFM will submit an advertisement to be published in the *Kansas Register* requesting proposals from architectural and engineering firms interested in the project. The *Kansas Register* is the **official** publication where all requests for architectural and engineering services for state tax-funded building construction projects are announced.
 - 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. 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 qualified firms are encouraged to submit proposals to the SBAC indicating their interest in being selected to provide the advertised services.
 - 4.2 Each proposal for advertised services shall consist of the following:
 - 4.2.1 A one-page letter of interest including a synopsis of qualifications; completed State of Kansas Capital Improvement Project Qualifications FPDC Forms 051, 052, 053, and 054; any photographs or information relevant to the advertised services; and information specifically requested in the advertisement. FPDC 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.
 - 4.2.3 An **updated** State of Kansas Professional Qualifications FPDC Form 050, for each proposing firm and each consulting firm should be included at the end of each proposal.
 - 4.3 Proposal submittals for advertised services shall consist of the following:
 - 4.3.1 Five (5) sets of the proposal, each bound with a plastic or spiral binder, stapled, or submitted in a loose-leaf binder.

- 4.3.2 **One** .PDF file of the entire proposal less than 7 MB in size.
 - 4.3.2.1 The .PDF file can be submitted either by e-mail to DFM or on a CD / DVD accompanying the five proposals. Do not provide .ZIP files.
- 4.4 Following are clarifications regarding the Capital Improvement Project Qualifications FPDC 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, should be 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, should be used to identify projects relevant to the services advertised.
- 4.5 DFM will receive, review and deliver all submittals to the SBAC. Improper and late submittals will be noted and delivered to the SBAC but may not receive consideration.
 - 4.5.1 Firms interested in tracking the delivery of their submittal should do so through their delivery service, not DFM.
 - 4.6.2 The SBAC requests an explanation for late submittals. A written letter or e-mail to DFM from the firm explaining why the submittal is late will 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 are received) and not more than five firms. The following factors may be used:
 - 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,
- 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 by e-mail and be listed on the FPDC website at <http://da.ks.gov/fp/construction.htm>.
 - 5.3.1 All firms submitting proposals for advertised projects are expected to verify their status by checking the DFM website at <http://da.ks.gov/fp/construction.htm>.
- 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.A. 42-15 et seq.) at <http://da.ks.gov/purch/KSOpenRecAct.doc>.
 - 6.2 Advance payment of a fee is required to receive copies of public records.
 - 6.3 When copies of project proposals received by DFM are requested, firms will be able to purchase paper copies or a CD / DVD from the State's contracted printing company after paying in advance.
 - 6.4 Copies of the proposals will be available after a contract is signed between the selected firm and the Secretary of Administration.

END OF CHAPTER 4