

Building Design and Construction Manual

CHAPTER 11 - OFPM SERVICES and FEES

1.0 General Information ([K.S.A. 75-1269](#))

- 1.1 The Construction and Compliance section provides three levels of service to state agencies for all capital improvement projects. These services include full, limited and code services. Services from the full service list can be negotiated and added to limited services. Any other requested services can be negotiated from the list provided in Section 4.0.
- 1.2 The design section provides a variety of architectural and/or engineering services for restricted capital improvement projects.

2.0 OFPM Services for Capital Improvement Projects:

OFPM Services Provided	Full	Limited	Code (Only)
Assist State Building Advisory Commission	X	X	
Coordinate Negotiating Committee	X	X	
Retrieve existing documents from OFPM archives	X	X	X
Familiarize with project by visiting construction site or existing facility	X		
Attend initial meeting with project team	X		
Select ancillary firms and coordinate ancillary service contracts if requested by the agency	X	X	
Coordinate and facilitate the orderly progress of the project during design, construction documents.	X		
Review Concept Design documents	X		
Review Schematic Design documents	X		
Attend Schematic review meeting	X		
Review Design Development documents	X		
Attend Design Development review meeting	X		
Review code analysis and/or code footprint for code compliance (agency or project architect/engineer may request one meeting)	X	X	X
Verify project A/E had indicated energy regulation compliance per K.A.R. 1-67-2 and 1-67-3.	X	X	X
Review 50% Construction Documents (clarity & constructability review)	X		
Attend 50% Construction Documents review meeting	X		
Review final construction documents (clarity & constructability review)	X		
Attend Final construction document review meeting	X		
Review and accept Code Footprint per Chapter 7(2 reviews allowed for base fee. Agency or project architect/engineer may request one meeting)	X	X	X
Provide accessibility review	X	X	X
Review final "bid ready" or "permit to build" final construction documents for code compliance, energy compliance and accessibility compliance	X	X	X
Coordinate bidding phase (includes preparing general conditions, preparing bid form, setting bid date, posting to on-line plan room and shipping plans)	X	X	
Attend pre-bid conference	X		
Review and Coordinate the distribution of addenda	X	X	
Attend bid opening	X		

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OFPM Services Provided	Full	Limited	Code (Only)
Prepare advice of award on behalf of the agency and send to Procurement and Contracts	X	X	
Issue notice to proceed	X	X	
Attend preconstruction meeting	X		
Facilitate orderly progress of project during construction and project closeout.	X		
Review A/E approved shop drawings for sprinklers, fire alarms and elevators	X	X	X
Observe construction /provide documentation based upon size and complexity of project	X		
Attend construction progress meetings periodically	X		
Process change orders, partial and final construction payments	X	X	
Perform building code and accessibility inspections per Chapter 7	X	X	X
Assist in resolving project issues	X		
Review and resolution by OFPM of contract conflicts	X		
Review change order proposals	X		
Issue the Certificate of Occupancy per Chapter 7	X	X	X
Attend final punch list walk-through	X		
Receive record documents for archives	X	X	X
Review record documents	X		
Approve Final Completion Documentation	X	X	
Attend warranty inspection	X		
Archive project documents	X	X	X

2.1 Fees for the planning section's full, limited and code services for all projects are calculated by multiplying the construction contract amount by the multiplier from each of the four categories listed below (minimum fee is \$250).

2.1.1 Cost (of construction):

2.1.1.1	Under \$750,000	= 2.50
2.1.1.2	\$750,000 to \$2,499,999	= 1.75
2.1.1.3	\$2,500,000 to \$7,499,999	= 1.50
2.1.1.4	\$7,500,000 to \$14,499,999	= 1.25
2.1.1.5	\$15,000,000 and over	= 1.00

2.1.2 Complexity (of project):

2.1.2.1	Utilitarian	= 1.0
2.1.2.2	Conventional	= 1.1
2.1.2.3	Moderately Complex	= 1.2
2.1.2.4	Comparatively Complex	= 1.3
2.1.2.5	Complex	= 1.4

2.1.3 Type (of project):

2.1.3.1	New	= 1.0
2.1.3.2	Combination	= 1.2
2.1.3.3	Remodel	= 1.4

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New classification includes re-roofing, sitework (parking, sidewalks, etc.), window and door replacement, abatement, masonry cleaning, equipment replacement, and similar repair and maintenance projects. Combination classification includes projects that are comprised of more than ten percent (10%) of either New or Remodel work.

- 2.1.4 Level (of service):
 - 2.1.4.1 Full = 1.0
 - 2.1.4.2 Limited = 0.6
 - 2.1.4.3 Code = 0.3
- 2.1.5 If a project requires an alternate means and methods review, multiple construction document review and bid packages, phased occupancy or re-inspection of code and life safety items, the complexity fee shall be increased by a multiplication factor of 0.1. If any of these items is utilized after OFPM's initial billing, an invoice for the difference will be processed at the time the item is initiated.
- 2.1.6 Formula: Construction cost (contract amount) X Cost multiplier X Complexity multiplier X Type multiplier X Level multiplier / 100 = Design & Construction Fee
- 2.1.7 Change Orders: Additional OFPM fees for construction change orders are calculated by multiplying the project multipliers used from above and the amount of the change order. (Minimum charge is \$25.00).
- 2.1.8 If review by OFPM is required for contract conflicts, the project level of service will be reassessed at the full service level if the project was originally a limited services project.

3.0 Design Services for Small Capital Improvement Projects

- 3.1 All requests for services must be made in writing and include a scope of work, project budget and construction schedule.
 - 3.1.1 Each project for design services will be required to have a OFPM project number assigned using DCC Form 935.
- 3.2 Services for restricted capital improvement projects include complete design and construction services including warranty inspections. The Limited Services identified in paragraph 2.0 above, are in addition to the Design Services.
- 3.3 Fees for design services are negotiated on a project specific basis, using estimated time based upon time expenditures in the following areas of work.
 - 3.3.1 Initial investigation and administrative time (fee negotiations, archive search, scope review, etc)
 - 3.3.2 Plans and Specifications.
 - 3.3.3 Design Travel.
 - 3.3.4 Design Site.
 - 3.3.5 Construction Administration Office.
 - 3.3.6 Construction Administration Travel.
 - 3.3.7 Construction Administration Site
 - 3.3.8 Warranty Inspections
- 3.4 Costs for travel expenses and miscellaneous direct costs expenses will be estimated and included in the total fee amount for design services
- 3.5 Fees for such services noted above are can be calculated hourly, by lump sum or a percentage of the construction costs.

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- 3.6 Design fees will be proposed via a letter from the design staff to the agency verifying the scope of work, a tentative project schedule along with the proposed fee.
- 3.7 When an agreement is reached on proposed fees, both the state agency and the design section representative will sign the proposal.
- 3.8 If, while working on a project, a service is needed on that project that the design section is not able to provide, OFPM will negotiate with a firm on-call to provide that service and will pass that fee along to the agency along with the design section's fee.

4.0 Additional Services

- 4.1 Additional services are available from either the planning or design sections. These services include but are not limited to:

Programming	Building code evaluation	Energy conservation
Like-facilities inspection	ADAAG evaluation	Data rooms
Facility evaluations	Procurement assistance	Back-up power
Cost estimates	Regulatory reviews	Life-safety systems
Project justification	Building environmental evaluation	Security Systems
Troubleshooting	Project management	Travel

- 4.2 To request these services from OFPM, complete and submit an Additional Services Request Form DCC Form 905 found at www.da.ks.gov/fp/.

- 4.3 Fees for such services noted above are negotiated on an individual project basis, calculated using one of the methods listed below:

- 4.3.1 Lump sum
- 4.3.2 Hourly
- 4.3.3 Percentage of actual construction costs.

5.0 OFPM Hourly Rates

<u>Position</u>	<u>FY12</u>	<u>FY12 Adjusted</u>	<u>FY13</u>
Licensed Professionals			
Architects	\$105	\$80	\$80
Engineers	\$120	\$90	\$90
Unlicensed Professionals			
Architectural Designers	\$85	\$50	\$50
Engineering Designers	\$85	\$60	\$60
Inspectors	\$70	\$50	\$50
Support Staff	\$50	\$38	\$38

6.0 Payment of Fees

- 6.1 For projects bidding through OFPM

- 6.1.1 Projects < \$5,000,000 will be billed the total amount of service fee after the project bids.

- 6.1.2 Projects > \$5,000,000 may be billed as follows or for the total amount:

- 6.1.2.1 The first half of a service fee billed after the project bids.
- 6.1.2.2 The second half of a service fee billed mid-way through scheduled construction.
- 6.2 For projects not bid through OFPM
 - 6.2.1 Agency will be billed at the time of Permit to Build issuance on the Project Acceptance form. The fee calculations will be based on the construction cost provided on the Request for Review form. If a construction cost is not provided on the Request for Review form, the fee calculation will be based on the construction cost provided on the Project Number/Data form.
 - 6.2.2 If a project receives a review / acceptance of code footprint and does not submit for a permit to build within 90 days of the code footprint acceptance, the agency will be billed for a code footprint review at an hourly rate but not less than \$750. When a permit to build is issued, the original billing will be applied to the calculated fee.
- 6.3 Change order fees will be billed the month following execution of the change order.
- 6.4 If a project is cancelled before the bid phase, the agency will be billed in proportion to the amount of work completed by the project architect/engineer.
- 6.5 If a project is cancelled after the bid phase, 80% of the full OFPM fee will be billed to the agency.

END OF CHAPTER 11