

# Building Design and Construction Manual

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## PART B – STATE FUNDED CAPITAL IMPROVEMENT CONSTRUCTION PROJECTS

### CHAPTER 2 –PROFESSIONAL DESIGN SERVICES – APPLICATION AND NOMINATIONS

- 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 ([K.S.A. 75-5803](#)) 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 Form 050 - Professional Qualifications is to be used when completing annual SOQ. It is available at <http://www.da.ks.gov/fp/manual.htm#PlanningForms>. 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 Form 050 - Professional Qualifications for each office that will provide services to the state of Kansas.
  - 2.4 This form is to be completed electronically and submitted in .PDF format via e-mail to the e-mail address listed in the advertisement.
  - 2.5 This form should be updated whenever the firm submits a proposal for a specific project advertised in the *Kansas Register*.
  - 2.6 Each completed Form 050 - Professional Qualifications and supplemental information should be received by DCC in .PDF format via e-mail. Annual statements of Qualifications are made available to the State Building Advisory Commission and Negotiating Committees.
  - 2.7 Eligible firms, which have never sought State work, are encouraged to contact DCC regarding the State's eligibility, qualification, nomination and selection procedures and policies.
- 3.0 Announcement of Architectural and Engineering Services
  - 3.1 For projects with state funding, upon receipt of a written program statement and Form 001- Advertisements from an agency the Department of Administration will prepare 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 at the request of the agency.
- 3.2 The *Kansas Register* is published every Thursday by the Kansas Secretary of State. The *Kansas Register* is available free on-line at [http://www.kssos.org/pubs/pubs\\_kansas\\_register.asp](http://www.kssos.org/pubs/pubs_kansas_register.asp) and is available in many libraries throughout the state.
  - 3.2.1 Paper 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](mailto: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, the requirements listed in the *Kansas Register* advertisement shall prevail.
  - 4.2 Each proposal for advertised services shall contain the following information in the order provided below:
    - 4.2.1 A letter of interest, of no more than two pages in length, including a synopsis of qualifications;
    - 4.2.2 Completed Forms 051, 052, 053, and 054 - State of Kansas Capital Improvement Project Qualifications including consultants;
    - 4.2.3 Any photographs or information relevant to the advertised services or letters of reference related to the firm's architectural/engineering work;
    - 4.2.4 And information specifically requested in the advertisement.
    - 4.2.5 Forms 051, 052, 053, and 054 – State of Kansas Capital Improvement Project Qualifications can be altered to accommodate each firm's information but shall retain the basic format.
    - 4.2.6 A maximum of forty (40) pages of **readable** surfaces. Double-sided proposals do **not** increase the forty (40) page readable surfaces limit. Covers, separation tabs and the DCC Form(s) 050 Professional Qualification do not count toward the forty (40) page readable surface limit.
      - 4.2.6.1 An **updated** s Form 050 - Professional Qualifications 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:
    - 4.3.1 One condensed or optimized .PDF document less than 5 MB in size, delivered to DCC on a CD/DVD or on a flash drive along with a transmittal. E-mail transmissions will no longer be accepted.
    - 4.3.2 The title of the electronic submission will contain, in this order, the following information: firm name or acronym, agency abbreviation, project title (Exp. Joe Architect KU Haworth Hall Electrical Distribution Replacement.pdf)

- 4.3.3 Paper copies, if requested, shall be an exact duplicate of the PDF proposal, submitted in a loose-leaf binder, bound together or stapled.
- 4.4 DCC will receive and deliver to the commissioners all submittals that are received prior to the advertised deadline.
  - 4.4.1 Late submissions will not be delivered to the commissioners.
    - 4.4.1.1 In the event that State of Kansas offices in Shawnee County are closed on the day proposals are due, the due date for proposals will be considered the next business day state offices resume operation.
  - 4.4.2 Firms interested in tracking the delivery of their submittal should do so through their delivery service, not DCC.
  - 4.4.3 Firms are encouraged to e-mail DCC their intent to propose, the date the proposal is sent, and the method of delivery.
  - 4.4.4 Improper submittals will be noted and delivered to the commissioners but may not receive consideration.
- 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 proposers per [K.S.A 75-1253](#). 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 prior state work,
    - 5.1.2 prior experience with projects of similar type, size and cost to the project 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 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 established for each project, without any recommendations of preferences.

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- 5.3 Nominated firms will be notified of their nomination by e-mail and nominations will be announced on the website.
- 6.0 Ancillary Technical Services
- 6.1 Whenever **ancillary technical services** are required, the Secretary of Administration, through DCC or the agency will contract with qualified firms to perform these services. Services include but are not limited to geotechnical services; surveying; asbestos, lead paint or other hazardous materials testing; testing and balancing of heating, ventilating, air conditioning and other mechanical building systems; building commissioning; and other testing and consulting services. ([K.S.A. 75-3784](#))
- 6.2 Each December, DCC will advertise for firms interested in providing these services to submit a State of Kansas Professional Qualifications Form 050. This notice will be published in the *Kansas Register*.

**END OF CHAPTER**

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## SBAC ADVERTISEMENT AND NOMINATIONS (SHORTLIST)

