

## MEMORANDUM

**TO:** Capitol Complex Tenant Agencies FO-13-044

**FROM:** Mark J. McGivern  
Director

**DATE:** December 12, 2012

**SUBJECT:** Request for Service Form

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In order for the Office of Facilities & Property Management (OFPM) to better receive, assign and perform services requested from Capitol Complex Tenant Agencies a new "Request for Service" form has been developed. Its implementation of use is hereby effective immediately.

A "Request for Service" form shall be submitted to the Office of Facilities & Property Management (OFPM) for the following:

- Renovation & Remodel
- New Construction
- Workstation Changes
- Lock Shop Request
- Moving Services
- Architectural & Engineering Design Service
- Space Planning
- Cost Estimating

This form is located on the OFPM website (web link below) and shall be submitted electronically. If you have not been contacted within 7 days of submitting this request please call us at 785-296-8070.

<http://da.ks.gov/fm/webforms/ServiceRequest.aspx>

All requests will be handled in a timely manner, and will be forwarded to the following points of contact for further action based on the type of service request:

- |  |               |          |
|--|---------------|----------|
| • Construction & Maintenance:              | Dale Bowman   | 368-7264 |
| • Engineering Services:                    | George Steele | 296-4693 |
| • Architectural & Space Planning Services: | Frank Burnam  | 291-3989 |

For project request that include design and construction services, the following steps apply:

**Step 1:**

These contacts or assigned designee will contact the Agency to arrange an initial meeting to discuss project scope, any code related issues and schedule. They will provide a ballpark estimate for both design and construction services, and seek approval from the Agency before proceeding.

(This service will be provided by OFPM at no cost to the requesting Agency.)

**Step 2:**

Upon acceptance of this proposal, design work will be completed and sent to the OFPM Construction Crew for a detailed construction estimate and final scheduling. This proposal will be presented to the Agency for final written approval, prior to any further action.

(The Agency will be billed for the design and estimating fees, regardless if construction is completed.)

# **Office of Facilities & Property Management (OFPM)**

## **Scope of Services**

### **Architectural**

Architectural Design	Exterior Building Envelop Assessments
Roof Assessments	Window Replacements
Interior Space Planning	Code Review
Cost Estimating	Capital Improvement Review and Development

### **Engineering**

Engineering Design – HVAC, Plumbing, Electrical  
HVAC Analysis & Troubleshooting  
Refrigeration Troubleshooting  
Boiler Firing and Performance -Review and Recommendations  
Structural Assessment  
Capital Improvement Review and Development  
Cost Estimating

### **Construction & Maintenance**

Modular Office construction/relocations	Cabinetry
Interior Renovations	Demolition
Painting	HVAC
Ceiling Tile Replacement	Plumbing
Carpet Replacement	Landscaping
Electrical Circuit Distribution	Lighting Replacement
Cost Estimating	

### **Special Custodial Services**

Emergency Response Teams	Water Damage Cleanup
Carpet Cleaning	Hard Floor Maintenance and Restoration

### **Leasing and Real Estate Services**

Space Search notifications	RFP's – both formal and informal
Lease negotiation services	Assimilation of documents
JCSBC preparation and presentation	Lease Processing

### **Contacts**

Architectural:	Frank Burnam	291-3989	<a href="mailto:Frank.Burnam@da.ks.gov">Frank.Burnam@da.ks.gov</a>
Engineering:	George Steele	296-4693	<a href="mailto:George.Steele@da.ks.gov">George.Steele@da.ks.gov</a>
Const. & Maintenance:	Dale Bowman	368-7264	<a href="mailto:Dale.Bowman@da.ks.gov">Dale.Bowman@da.ks.gov</a>
Custodial Services:	Chris Simons	368-7437	<a href="mailto:Christine.Simons@da.ks.gov">Christine.Simons@da.ks.gov</a>
Leasing & Real Estate:	Sarah Shipman	296-8424	<a href="mailto:Sarah.Shipman@da.ks.gov">Sarah.Shipman@da.ks.gov</a>
	Linda Thomas	296-5909	<a href="mailto:Linda.Thomas@da.ks.gov">Linda.Thomas@da.ks.gov</a>