

# News From Facilities Planning, Design & Construction

Division of Facilities Management  
Department of Administration  
State of Kansas

July 1, 2009

## General Notes

- New forms were created for submission to SBAC. They are FPDC Forms 050, 051, 052, 053 and 054
- Defined the file format for electronic document submission. The electronic submission of documents is the same whether using the standard paper printing or the electronic plan distribution.
- DFM cannot receive .ZIP files.
- Included statute changes where applicable.

## Chapter 2 – Owner’s Responsibilities.

- Language was added about Owner providing scope of work and budget information. Also added information about procurement of surveys and geotech services.

## Chapter 3 – Glossary.

- Improved upon the definition of As-Builts, Facilities Management and Facilities Planning.

## Chapter 4 – Procurement of Professional Design Services and Chapter 4A – Alternative Project Delivery Procurement.

- Statutes changed to include land surveyors and combine engineering statutes with the architectural procurement statutes.
- DFM created two new forms for procurement of services: Professional Qualifications Form and Capital Improvement Project Qualifications Form. These forms replace the state’s use of SF330 parts I & II. Explanations of the use of each form, how firms should track delivery of their proposals and project information, and the open records act are detailed.

## Chapter 5 – Selection of Project Architect/Engineer.

- Clarifies the minor changes, which are affected by the engineers being included within the architectural statutes.

## Chapter 6 – Capital Improvement Project Information.

- Project Identification number was changed to DFM project number.
- The sections on additional services and bid document licensure and termination of architect/engineer services were modified.

## Chapter 7 – Building Code and ADAAG Reviews.

- Code Footprint submittals have been revised including number of copies required for review and the change to electronic distribution of all approvals.
- Additional information concerning occupancy was added.
- Project submitted without a DFM project number will not be reviewed.
- Code review/inspections will not be performed and Certificate of Occupancy will not be issued if a project does not have a project number
- Code inspection cannot be schedule for fire alarm or sprinkler system until fire alarm and sprinkler shop drawings have been reviewed and accepted by DFM.
- DFM will forward all DFM Inspection Records to the Agency and it is the Agency responsibility to forward the DFM Inspection Records to AE and Contractor.

## Chapter 8 – Unrestricted Capital Improvement Project Requirements.

- Minor changes to the process were made.

## Chapter 9 – Restricted Capital Improvement Project Requirements.

- Clarifications have been made concerning the payment of invoices to the project architect/engineer.

## Chapter 12 – Design.

- Changes made to program budget/estimate, HVAC requirements and the recognition of ASHRAE 90.1-2007 as a standard in the recently enacted Energy Bill.

# News From Facilities Planning, Design & Construction

Division of Facilities Management  
Department of Administration  
State of Kansas

July 1, 2009

## Chapter 13 – Construction Documents.

- More info on the project architect/engineer's estimates, change from "Index" to "Table of Contents".
- Defined the end of Construction Document Phase and what is expected from the project architect/engineer.

## Chapter 14 – Bidding.

- Revised and expanded the requirements for Addenda, including attachments, delivery time frame and issuance by DFM.
- Added a section to define the signing of the construction contract.

## Chapter 14a – Electronic Plan Distribution.

- Added this section to give direction to the project architect/engineer for projects that use the electronic plan room.

## Chapter 16 – Construction Administration.

- Added a section on substantial completion and expanded the section on post construction services.

## Chapter 17 – Electronic Document Submittals.

- Modified this chapter to include all electronic submissions not just CAD documents.
- All submissions, including drawings and specifications, are to be in .PDF format. .
- DWG files are only submitted when negotiated with the project architect/engineer.

## Existing Forms

- Fee Negotiation Checklist Form 102** has been updated to include the submission of .DWG electronic files.
- Is a Code Footprint Required? Form 105** formatting changed.
- Request for DFM Review Form 120** was modified to include additional project architect/engineer contacts
- Required Shop Drawings and Inspections for Certificate of Occupancy Form 130** was modified to include that accepted shop drawings must remain on the project site and available to DFM inspectors.
- Checklist for Certificate of Occupancy Form 145** has information about partial occupancy, occupancy with a punch list and occupancy that is satisfactorily complete.
- Construction Document Checklist Form 223** all engineering lists have been reorganized and revised.
- Specification Front End Data Form 305** change in terminology to document submittal date rather than the Specification Date.
- Project Number/Data Request** project title information is more specific for formatting, changed the signature requirement. This form must be sent to DFM via e-mail in .XLS or .XLSX format.