CHAPTER 8 - LARGE CAPITAL IMPROVEMENT PROJECT REQUIREMENTS

1.0 General Information

1.1 This section is applicable to architectural and engineering construction projects whose total project costs exceed the statutory limits of $750,000 for architectural construction and $500,000 for engineering construction. (K.S.A. 75-1253)

2.0 OFPM Compliance and Construction Section

2.1 Each project architect/engineer in fulfilling their contractual obligations to the Secretary of Administration shall coordinate with a OFPM architect/engineer.

2.2 The state agency will notify the project architect/engineer about the level of services provided by OFPM for each project. It is up to the state agency to verify that the project architect/engineer is notifying OFPM properly for inspections, meetings etc.

2.2.1 On full-service projects, the OFPM architect/engineer shall be part of the project team and shall coordinate, expedite and facilitate the orderly progress of the project through design, documents, bidding, construction and project closeout.

2.2.2 On limited-service projects, the agency project manager shall coordinate, expedite and facilitate the orderly progress of the project through design, documents, bidding, and construction administration.

2.2.3 On negotiated projects, the agency and OFPM will negotiate the role of the OFPM architect/engineer.

2.2.4 OFPM inspector is part of all projects. On code only and limited service projects, they are contacted for code, accessibility and life safety inspections. On full service projects, the OFPM inspector reviews all construction work.

2.3 The OFPM architect/engineer shall be notified of all proposed program changes on all large projects and shall convene the negotiating committee regarding any change in program or scope of work.

3.0 Project Team

3.1 Members of the project team shall be identified by the agency prior to the project kick-off meeting.

3.2 A list of the project team shall be included in the kick-off meeting minutes and all members shall be copied on all project correspondence.

3.3 The project team shall be kept informed of the progress of the work and shall be invited to all project meetings. All project team members shall share the responsibility for maintaining effective communications.

4.0 Critical Project Requirements

4.1 The Request for Review DCC Form 120 available at www.da.ks.gov/fp/ is required with each design, code compliance and document review submittal.

4.2 The “Is a Code Footprint Required?” DCC Form 105 available at www.da.ks.gov/fp/ should be completed and submitted to OFPM by the project architect/engineer at the beginning of each project.

4.3 ADAAG Path of Travel Requirements DCC Form 115 available at www.da.ks.gov/fp/ will be completed for each renovation and/or addition.

5.0 Meeting Minutes

5.1 The project architect/engineer shall be responsible for minutes of each project meeting throughout all phases of a project and shall promptly forward typed copies of the minutes to the project team for review and approval.

5.2 The project architect/engineer may delegate the taking of minutes to the contractor during the construction phase of the project with approval of the project team. Such delegation shall not relieve the project architect/engineer from ensuring the minutes provide a complete and accurate account of all meetings.

6.0 Review Meetings and Submittal Requirements

6.1 Purpose of the review meetings is to enhance the understanding, development and explanation of the project to the project team and eventually the bidders and constructors.

6.2 Review meetings shall be held a minimum of two weeks following receipt of the review documents. Circumstances may be such that review time will need to be full.

6.2.1 On full-service projects for each scheduled review meeting, the project architect/engineer shall submit the number of review documents agreed to in the fee negotiations on **bond** not vellum.

6.2.1.1 OFPM will be given one (1) set, the state agency one set and the user agency the remaining number of sets.

6.2.2 On limited service or negotiated service projects, the firm should submit the number of review documents negotiated in their contract. One set of the design development and final review documents shall be forwarded to OFPM.

6.2.3 All costs for review sets (including re-submittals) and any miscellaneous printing such as check prints during the preparation of design and documents shall be the responsibility of the project architect or project engineer.

6.3 The project architect/engineer shall make any revisions deemed necessary by the state agency and OFPM. Copies shall be resubmitted in the manner previously prescribed until the agency and OFPM are satisfied the submittal has been completed with respect to the negotiated scope of work.

6.4 The project architect/engineer shall proceed with the next phase of the project when directed to do so by the agency and OFPM.

7.0 Compensation for Architectural/Engineering Services

7.1 Firms will be compensated monthly in proportion to the percentage of work completed within each phase of services described below, except the bidding and close-out phases, which will be payable in lump sum.

7.2 If desired, firms may choose the payment schedule outlined below.

7.2.1 **Schematic Design** - 15% of the total fee will be payable upon approval of the concept development and schematic design phases. If these two phases are separated, then a fee of 7½% is payable upon approval of the concept development phase and 7½% will be payable upon approval of the schematic phase.

7.2.2 **Design Development** - 20% of the total fee will be payable upon approval of the design development portion of the preliminary design phase.

7.2.3 **Construction Documents** – 40% of the total fee will be payable upon approval of the construction documents, unless there is more than one review of documents. The total fee payable should be divided equally amongst the number of reviews

7.2.4 **Bidding** – 2½% of the total fee will be payable after the bids are opened.

7.2.5 **Construction Administration** – 20% of the total fee will be payable based upon the percentage of completion approved on the construction contractors monthly pay applications.

7.2.6 **Closeout** – 2½% of the total fee will be payable to the project architect upon completion of the project and receipt and approval of the Record Documents.

7.3 Partial payments for Bidding and Close-out phases may be requested if there are:

7.3.1 Unusual delays during the bidding period, not directly caused by the project architect/engineer.

7.3.2 Unusual delays by the contractor in completing the punch list items or in providing the marked-up record documents to the A/E.

7.4 When requesting payment, the project architect/engineer should submit an invoice with the information noted in the Sample architect/engineer invoice available at www.da.ks.gov/fp/.

7.4.1 On full-service, limited-service or negotiated large projects, the firm should first submit their invoice to the OFPM architect/engineer.

7.4.2 When the firm's final invoice is submitted to OFPM, the OFPM architect/engineer will confirm that the contractor's final paperwork has been processed and the firm's record documents are received and approved.

END OF CHAPTER 8