CHAPTER 9 - SMALL CAPITAL IMPROVEMENT PROJECT REQUIREMENTS

1.0 General Information

1.1 The purpose of small capital improvement projects is to provide state agencies with a means of assigning projects of smaller scope and budgets without advertising for each project. By statute each small architectural project's construction cost cannot exceed $750,000 and each small engineering project's construction cost cannot exceed $500,000. (K.S.A. 75-1253)

1.2 A capital improvement project shall not be arbitrarily subdivided to create small projects that allows the use of an on-call contract or subdivided to specifically allow the concurrent multiple uses of an on-call contract.

1.3 Architectural and/or engineering services on small projects can be provided by an agency project architect, agency project engineer, an OFPM design project architect, an OFPM design project engineer, or an on-call project architect or on-call project engineer.

1.4 Advertisements for on-call contracts shall identify the specific professional services required for the contract. Selection of a design professional will be based on the specific services advertised. No additional or supplemental services, except as identified in subparagraph 2.1.1 below, will be allowed to be added to the contract at the time project services are provided. Reference subparagraph 2.1.2.1 below.

2.0 On-Call Contract Guidelines

2.1 Architectural and/or engineering service on-call contracts may be written for architects, engineers, and landscape architects that are governed by the Kansas Board of Technical Professions.

2.1.1 Architectural and mechanical, electrical, plumbing (MEP) engineering on-call contracts can provide supplemental services required for the project within the limitations below.

2.1.2 Landscape architects, structural, civil, fire protection, and similar engineer on-call contracts can provide only services of their specific discipline.

2.1.2.1 Those projects that require multiple disciplines must use an architect or an MEP engineer on-call contract.

2.2 Non-architectural and/or non-engineering service on-call contracts **may** be written for interior designers, restoration designers, mapping consultants, environmental designers, and others not governed by the Kansas Board of Technical Professions.

2.2.1 The on-call contract will be written for the non-architectural and/or non-engineering services advertised. No architectural and/or engineering services may be provided by an architect or engineer member of the firm under this contract and no consultants may be added to the contract.

2.3 On-call architectural design services

2.3.1 An on-call contract shall be written only to an architectural firm as the prime contractor, either to provide stand-alone architectural services or with consultants to provide integrated architectural and engineering services.

2.3.2 Only an architectural on-call contract shall be used for a project comprised of 50% or more of architectural services, regardless of the construction cost up to the $750,000 construction cost limit.

2.3.3 An architectural on-call contract may be used for a project comprised of 50% or more of engineering services with an engineering consultant, and under the $500,000 construction cost limit.

2.3.3.1 An architectural on-call contract may not be used for engineering-only services or to circumvent the use of an on-call engineer contracted by an agency.

2.4 On-call engineering design services

2.4.1 An on-call contract shall be written to an engineering firm as the prime contractor to provide stand-alone engineering services.

2.4.2 Projects comprised of engineering design services may not increase the construction cost limit above $500,000 by adding an architectural firm as a consultant.

2.4.3 An MEP engineering on-call contract may add an architectural or non-MEP engineering consultant(s) to provide minor architectural or non-MEP engineering design services.

2.4.4 A civil engineering on-call contract may add an architectural consultant to provide minor architectural design services.

2.4.5 All non-MEP engineering on-call contracts are limited to their discipline design category.

2.4.6 Architectural design services small or prohibited by the Kansas Board of Technical Professions to be performed by engineers will not be performed using a stand-alone engineer on-call contract.

2.5 Statewide on-call contracts are available by request through OFPM for use by agencies that have infrequent need for such services.

2.6 Reference Chapter 4 for the selection process for on-call contracts.

2.6.1 Project Number/Data Request DCC Form 935 shall be used to request an amendment to an on-call contract for a specific project.

2.7 Non-compliant use of an on-call contract may result in a project delay, to include making corrections or not receiving approval to release the project for bidding.

2.7.1 Firms shall not accept work immediately prior to the expiration date of their 3-year contract without demonstrating to OFPM that substantial progress can be made.

2.7.2 Firms shall not accept partial work on a project that's total construction estimate is greater than on-call contract limits, i.e. $750,000 for architectural projects, $500,000 for engineering projects.

2.8 On-call contracts will not be written for ancillary technical services such as surveying, geo-technical services, and various testing services incidental to the project design services. OFPM maintains a pool of firms selected to provide ancillary technical services. Reference Chapter 6.

3.0 Critical Project Requirements

3.1 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.

3.2 The "Is a Code Footprint Required?" DCC Form 105 available at www.da.ks.gov/fp/ shall be completed and submitted to OFPM by the project architect/engineer during the design phase of each project.

3.3 ADAAG Path of Travel Requirements DCC Form 115 available www.da.ks.gov/fp/ will be completed and submitted to OFPM during the design phase for each renovation and/or addition.

4.0 Meeting Minutes

4.1 The project architect/engineer shall take minutes of each project meeting throughout all phases of a project and promptly forward typed copies of the minutes to the project team.

5.0 Submittal and Re-Submittal Costs and Requirements

5.1 All costs for review sets, including re-submittals, shall be the responsibility of the project architect/engineer and shall be paid by the project architect/engineer out of the negotiated fee.

5.2 The project architect/engineer shall make any revisions and re-submittals deemed necessary by the project team within the negotiated scope of work.

5.3 Review submittals shall be forwarded to OFPM per Chapter 7.

6.0 Compensation for Architectural/Engineering Services

6.1 The on-call project architect/engineer shall submit all invoices to the agency with whom the firm is contracted.

6.2 OFPM will submit an invoice to each agency for services completed by the OFPM design section.

END OF CHAPTER 9