

News From Facilities Planning

Division of Facilities Management
Department of Administration
State of Kansas

Telephone 785-296-8899
Fax 785-296-8898
Website www.da.ks.gov/fp

July 1, 2008

BUILDING DESIGN AND CONSTRUCTION MANUAL

As of July 1, 2008, the state of Kansas law will change and no longer require architectural firms be located in Kansas. Firms outside of Kansas interested in pursuing state of Kansas projects advertised in the *Register* after July 1, 2008 will need to review Chapters 4 and 5 in the DFM Building Design and Construction Manual at www.da.ks.gov/fp/. The Submittal requirements remain the same, only eligibility requirements have changed.

NOTE: Due to restrictions on the computer security system, DFM is not able to receive “.zip” files. Please send any review documents to DFM in “.doc”, “.dwg” or “.pdf” file formats.

Individual chapter revisions are summarized as follows:

- ❑ **Chapter 1 – Division of Facilities Management.** A contact list was added and includes names, titles, telephone numbers and e-mail addresses.
- ❑ **Chapter 3 – Glossary.** Definitions have been modified and added to further explain the changes in Chapters 4 and 5.
- ❑ **Chapter 4 – Procurement of Professional Design Services.** Previously, architects and engineers were hired following guidelines of two different statutes. This has been changed so both disciplines are now governed by the same statutes. Significant changes have occurred including the removal of the requirement for in-state offices for architectural firms.
- ❑ **Chapter 4a – Procurement of Alternative Delivery Building Construction.** Outlines of the selection process for both Design/Build and Construction Management at risk have been added.
- ❑ **Chapter 5 – Selection of the Project Architect/Engineer or Land Surveyor.** The statute governing the fees for architects has changed to one where D of A is allowed to set guidelines based upon cost, complexity, project type and services. At the end of the chapter, several forms with these guidelines have been added.
- ❑ **Chapter 7 – Building Code and ADAAG Reviews.** A section on Construction Document Reviews has been added for clarity and modifications to the Code Footprint Legend have been made.
- ❑ **Chapter 11 – DFM Services and Fees.** These have changed significantly and now include the services provided for Code Only Reviews. The Matrix has been altered to revise the DFM administrative fee. Hourly rates have been added to the chapter for those unique projects that are assigned to DFM. **(This chapter will be posted in the near future.)**
- ❑ **Chapter 13 – Construction Documents.** Project architect/engineer must follow the National CAD Standards. Specification index shall be completed by the project architect/engineer using the template provided by DFM.
- ❑ **Chapter 14 – Bidding.** Guidelines for including drawings in addenda have been added. Included a new procedure for the escalation of issuing the Notice to Proceed.
- ❑ **Chapter 16 – Construction Administration.** Change Orders that have to go before the Joint Committee on State Building Construction has increased in dollar value to \$125,000 and higher.
- ❑ **FPDC Form 222 – Construction Document Checklist.** The Structural Drawings section has been modified to reflect requirements by the Building Code. Minor modifications have been made to the drawing titleblock located at the end of the checklist.

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CONSTRUCTION DOCUMENTS

Agency projects are **NOT** bidding as soon as they might because firms and agencies are sending DFM bid specifications that are not "bid-ready". Requirements for Final Drawings and Specifications can be found in Chapter 13 and include font style, margins and header and footer format.

DFM does not provide quality control reviews for bid documents; however DFM will notify each "sender" that their bid documents are not bid-ready. Although no checklist of items will be given, in general the following factors, located in Chapter 13 – Construction Documents are the most common problems preventing release of the documents for bidding.

- NOT using up-to-date forms (specifically the front-end form)
- NOT using proper fonts & formats for division one and technical specs
- NOT editing the division one specs
- NOT coordinating division one specs with DFM's front end specs