

September 21, 2011

Randy Riveland
Department of Administration
Office of Facilities and Property Management
Suite 500, Curtis State Office Building
1000 SW Jackson Street
Topeka KS 66612-1368

RE: Request for “On-Call” Masonry Consultant

Dear Randy:

The following are the university’s requirements for your consideration regarding the advertisement for “on-call” masonry design and building envelop consulting services to assist KSU with the care of the buildings and to improving the quality of existing and new masonry on the campus.

I. General:

- A. Kansas State University’s Division of Facilities is requesting that masonry consulting services and masonry construction observation services be provided on an as needed basis, necessary to provide all aspects of design services for masonry repairs and renovations of masonry on KSU’s campuses.
- B. Emphasis is primarily on the main campus, the Veterinary Medicine campus, and the Salina campus. The university maintains facilities in every county in the state of Kansas and may need consultation from time to time.
- C. Assist KSU, Department of Facilities with peer reviews, review of existing facilities for maintenance and alterations, assist with new masonry additions and building, and provide evaluation services during masonry projects.

II. Peer Reviews:

- A. Review design teams drawings and specifications to identify any recommended revisions to improve the masonry aspects of the project.
- B. Provide a detail report of items for discussion.

III. Existing Facilities:

- A. Prepare masonry condition assessments reports to identify areas of concern, conceptual repair options, and priorities for consideration by KSU.
- B. Provide repair bid documents for selected projects.
- C. Assist with bidding process
- D. Assist with professional construction administration.
- E. Provide masonry evaluation services to ensure project is in substantial conformance with requirements.
- F. Assist KSU during general upkeep of masonry buildings.

IV. Masonry Design:

- A. Assist design team in implementing good masonry practices by reviewing details, specifications, and review of structural design for constructability and compatibility with masonry.
- B. Assist design team with specifications
- C. Assist with masonry meetings during construction

- D. Review submittals and offer comment to design team.
- E. Provide evaluation services to verify that masonry construction is completed and in substantial conformance with the contract documents.

V. Evaluation Services: May include as project warrants:

- A. Participate in design and construction document review process
- B. Attend and/or conduct pre-bid/site meetings
- C. Participate in design submittal reviews
- D. Conduct or attend preconstruction meeting
- E. Consult with design professionals to provide best methods and processes for the evaluation, repair, and./or construction of new masonry systems.
- F. Meet with K SU and contractor's representatives to determine correct course of action.
- G. Prepare appropriate reports.
- H. Record progress with digital photography and distribute to key parties.
- I. Inspect for all code/manufacture/design professional requirements and industry standards.
- J. Participate in project close-outs

VI. Requirements

- A. **Region:** A small business enterprise registered in the state of Kansas.
- B. **Organization:** A professional organization that specializes in masonry evaluations, new masonry designs, and construction evaluation services.
- C. **Years of Service:** Continuously engaged in business for over 10 years.
- D. **Impartial Opinions:** An independent masonry consulting firm that is not contractually associated with any business entity that repairs, installs new, or sells masonry materials/systems.
- E. **Quality:** Assist KSU with improving the quality of new and existing masonry construction to reduce future maintenance costs.