

# News From Facilities Planning

Division of Facilities Management  
Department of Administration  
State of Kansas

Telephone 785-296-8899  
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Website [www.da.ks.gov/fp](http://www.da.ks.gov/fp)

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## **BUILDING DESIGN AND CONSTRUCTION MANUAL**

The Building Design and Construction Manual has been updated and posted. Please visit our website at [www.da.ks.gov/fp](http://www.da.ks.gov/fp). The section on Project Design and Construction Phases follow the link to the "Building Design and Construction Manual". As has been our policy, the manual is designated as "Building Design and Construction Manual 2008" to reflect the current calendar year. Changes are highlighted below.

**Fee Negotiation Checklist** (FPDC Form 102) was added as a tool to help assist the negotiating committee identify the services they require for each project. This checklist will be shared with the firms along with a program to the firms who will be interviewed.

The Project **Architect/Engineer Services List** (FPDC Form 103) was added to assist the project architect/engineer identify if a particular service is a program service or an additional service. This list may not be all inclusive.

In **Chapter 3** Program Services are defined and the term Basic Services was deleted. The definition for Additional Services was updated and a definition for the terms "will" and "shall" was added.

**Chapter 5** was reorganized to include a section on the project architect/engineer contract and references to the Fee Negotiation Checklist were added.

The Code Footprint Legend was expanded in **Chapter 7** to better reflect the 2006 IBC.

The **Required Shop Drawings and Inspections for Occupancy** (FPDC Form 130) was added to aid the project architect/engineer, contractor and agency to help them determine if the facility is ready for occupancy.

In **Chapters 8 & 9** a section on Critical Information was added.

In **Chapter 13** the Construction Document Checklist and required titleblock were removed from the chapter and were converted into a form (FPDC Form 223). Also in Chapter 13, the requirements for final specifications have been refined. It is stressed that it is the project architect/engineer's responsibility to coordinate the firm's Division 1 sections with the state General Conditions and Supplemental General Conditions.

In **Chapter 16** the conditions for Substantial Completion were clarified.

## **CONSTRUCTION DOCUMENTS**

The Facilities Planning staff has identified several reasons why there are delays in releasing construction documents for bidding.

1. Code footprints are not being sent in for preliminary reviews, and significant problems are noted when it is submitted with final construction documents. The problems regarding the code footprint are required to be resolved prior to bidding and may require alterations to the construction documents.
2. The specifications are not being submitted in the new 49 division 6 digit formats. Specifications in the old format will no longer be accepted and require resubmittal. Please follow the requirements located in Chapter 13, Section 3.0
3. The Division 1 sections sent in by the project architect/engineer have not been coordinated with the state's General Conditions and Supplemental General Conditions.
4. Request for Review form is not submitted, is submitted incomplete or is inaccurately submitted.
5. Request for Review is a two page form. The second page is frequently missing or missing information.
6. Titleblocks on the drawings are incomplete or are not included on **all** drawing sheets including the cover sheet.

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### SPECIAL NOTICES

Facilities Planning has revised several requirements over the past two years. Several of the items are being submitted inconsistently or incorrectly. While these items are not currently delaying projects from bidding, in the near future they may cause delays in processing of information with DFM and subsequently the bidding process.

- ❑ Consultant firm's information (firm name, seal, company logo) is frequently placed outside the titleblock. All such information pertaining to the firm and their consultants is required to be placed in the titleblock.
- ❑ "CCR" is an obsolete term and is no longer used by DFM. DFM has attempted to omit this term from the Building Design and Construction Manual and forms. Please omit the term "CCR" in all project documents.
- ❑ "Record Drawings" or "Record Documents" are not an acceptable terms for DFM archives. When submitting documents that record construction changes to DFM, please use the term "As-Builts". Reference chapter 16.