



K A N S A S

D. KEITH MEYERS, DIRECTOR

DEPARTMENT OF ADMINISTRATION
DIVISION OF FACILITIES MANAGEMENT

KATHLEEN SEBELIUS, GOVERNOR
DUANE A. GOOSSEN, SECRETARY
CAROL L. FOREMAN, DEPUTY SECRETARY

May 4, 2005

FP-05-2439

TO KANSAS ARCHITECTURAL and ENGINEERING FIRMS:

RE: New 2005 SBAC Guidelines and Revised Procedures

Attached are the 2005 revised SBAC Guidelines, revised DFM title block requirements, required code footprint graphic standards, the current list of codes required for state projects, and the revised format for addenda regarding state projects.

The attached information regarding title blocks is for all drawing sheets on all state projects and is to be located within the bottom 12" of the title block. The upper 12" (or more on larger sheets) of the title block is for the A/E firms' and consultants' information and professional seals. Firm names, seals, DOA/DFM info, project title, original contract documents, as-built documents, state project numbers, agency building numbers, etc. will no longer be allowed outside the 2" wide title block.

The review and approval of fire alarm and fire sprinkler shop drawings for state projects has been delegated to DFM by the Kansas State Fire Marshal. After each A/E firm has reviewed and approved such shop drawings, one set should be delivered to DFM for review and retention.

DFM is requiring all future original contract documents (prior to bidding) and as-built documents (when construction is complete) be copied onto a CD (in lieu of diskettes) and delivered to DFM for review and retention.

Please note the attached addendum and that only the phrase "Facilities Planning Design and Construction" is being required at the end. A DFM representative's name is no longer required on the addenda.

Sincerely,

J.M. Fritton, P.E.
Deputy Director

JMF:pf

pc: D. Keith Meyers
Gary Hibbs
Phyllis Fast

CHAPTER 3 - ELIGIBILITY, QUALIFICATION, PUBLICATION AND NOMINATION FOR ARCHITECTURAL and ENGINEERING SERVICES

1.0 Eligibility Requirements and Procedures for Architectural and Engineering Services

1.1 To be eligible to perform architectural services (K.S.A. 75-1251 and K.S.A. 75-1258) on state construction projects, the entity (firm) performing such services must meet the following conditions:

- A. The entity, whether individual, firm, partnership, corporation, association or other legal entity is permitted by law to practice the profession of architecture in Kansas;
- B. The entity maintains an office in Kansas staffed by one or more architects who are licensed by the board of technical professions and performs the actual work for the construction project in Kansas.
- C. The entity has general professional liability insurance or specific professional liability insurance adequate for the project.

1.2 To be eligible to perform engineering services (K.S.A. 75-5802) on state construction projects, the entity (firm) performing such services must meet the following conditions:

- A. The entity, whether individual, firm, partnership, corporation, association, or other legal entity is permitted by law to practice the profession of engineering and provide engineering services in Kansas. (K.S.A. 74-7003)
- B. The entity has general professional liability insurance or specific professional liability insurance adequate for the project.

2.0 Annual Statement of Qualifications

2.1 The secretary of administration annually encourages firms engaged in the lawful practice of architecture and engineering to submit a statement of qualifications [SOQ] and performance data. A request for statements of qualifications is published each December in the *Kansas Register*.

2.2 The SOQ document to be used is SF330, Part II, available on the Internet or from the Division of Facilities Management (DFM). Supplemental information regarding each firm may also be included.

2.3 The Commission offers the following clarifications to document SF330 Part II:

- A. Each Kansas firm is required to fill out a form for each office that is located in Kansas.
- B. Section 2a, Firm (or branch office) Name, should indicate whether the office address in 2b is the firm office or is the branch office by circling either firm or branch.
- C. Section 4, DUNS Number, is optional.
- D. Section 6b, Telephone Number, should include the office's telephone and fax numbers.
- E. Section 9c(1), Number of Firm Employees, should indicate the entire number of employees for all office locations. Employee numbers should be updated for each submittal.