



# 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.

- F. Section 9c(2), Number of Branch Employees, should indicate the total number of employees for the office's address given in Section 2b. Employee numbers should be updated for each submittal.
- G. Section 10c, Revenue Index Number, is optional.
- H. Section 11, Annual Average Professional Services Revenues of firm for last 3 years, is optional. If the firm chooses to fill out this section, change the word Federal to state and indicate the firm's revenues for state work and non-state work.
- I. Section 12b, Date, should be current.
- J. Section 12c, Name and Title, should be legible.

- 2.4 All completed SOQ documents and supplemental information received by DFM will be filed and made available to the State Building Advisory Commission (SBAC) and Architectural and Engineering Negotiating Committees. Requests for public viewing should be addressed in writing to the Director of the Division of Facilities Management, in accordance with the Kansas Open Records Act, <http://da.state.ks.us/purch/KSOpenRecAct.htm>. (K.S.A. 45-215 et seq)
- 2.5 Eligible firms, which have never sought State work, are encouraged to contact DFM regarding the State's eligibility, qualification, nomination and selection procedures and policies.

### 3.0 Announcement of Architectural and Engineering Services

- 3.1 Upon receipt of a written program statement and draft advertisement from a state agency of a project which has been funded and approved by the Kansas Legislature, DFM will submit an advertisement to be published in the *Kansas Register* requesting proposals from architectural and engineering firms interested in the project. The *Kansas Register* is the only official publication where all requests for architectural and engineering services for state-funded building construction projects are announced.
- 3.2 The *Kansas Register* is published every Thursday by the Kansas Secretary of State and is available in many libraries throughout the state. Subscriptions to the *Kansas Register* may be obtained by contacting the Kansas Secretary of State at 785.296.3489, or by e-mail at [kansasregister@kssos.org](mailto:kansasregister@kssos.org), or on the internet at <http://www.kssos.org>.

### 4.0 Submittal Requirements for Architectural and Engineering Services

- 4.1 When requests for architectural and engineering services are advertised in the *Kansas Register*, all qualified firms are encouraged to submit proposals to the SBAC indicating their interest in being selected to provide the advertised services. DFM will receive, review and deliver all submittals to the SBAC. Improper and late submittals will be noted and delivered to the SBAC but may not receive consideration.
- 4.2 Each proposal for advertised services is to contain a brief letter of interest; a completed SF330 Part I document; any photographs or information relevant to the advertised services; and information specifically requested in the advertisement. An SF330 Part II document, for each proposing firm and each consulting firm should be included at the end of each proposal. Both documents should be filled in completely, denoting "N/A" where information requested is not applicable.
- 4.3 Submittals of proposals for advertised services should consist of six (6) sets of the proposal (one original of the proposal, four copies, and one electronic file of the entire proposal in pdf format).

Each non-electronic proposal is required to be bound with a plastic or spiral binder, stapled, or submitted in a loose-leaf binder. The pdf file of the entire proposal shall be submitted on a CD accompanying the five proposals.

- 4.4 Each proposal shall be limited to forty (40) pages of **readable surfaces** and may be double-sided. Covers, separation tabs and SF330 Part II documents do not count toward the forty (40) page readable surface limit. Double-sided proposals do **not** increase the forty (40) page readable surfaces limit.

**5.0 Nomination of Qualified Architectural and Engineering Firms**

- 5.1 The State Building Advisory Commission shall nominate at least three and not more than five firms using the following factors.

- A. Performance on state work.
- B. Prior experience with projects of similar type, size and cost that was advertised.
- C. Production capabilities, current workload for all clients, and ability to meet state deadlines.
- D. Experience and working relationships with clients, proposed consultants, associates and/or joint venture partners.
- E. Capacity to provide services at the location of the project.
- F. Ability to provide accurate cost estimates and control project costs.
- G. Review of construction administration practices.
- H. Design experience recognized through industry and design awards.
- I. Factors required by specific project programs.

- 5.2 The nominated firms shall be submitted to the negotiating committee, without any recommendations of preferences. All firms submitting proposals for advertised projects will be notified of the SBAC's nominations.

**END OF CHAPTER 3**

**Box 1 2" x 2 1/2" Vertical Bold**  
 - Font Dept of Admin.: 3/32" high **Bold**  
 Div. of Fac. Man.: 3/32" high  
 Address/ Phone Numbers: 3/32" high

**Box 2 2" x 6 1/2" Vertical**  
 - Font Agency: 5/32" high **Bold**  
 Project Title: 3/16" high **Bold**  
 Address (if included): 1/8" high **Bold**  
 Building Number 1/8" high **Bold**  
 Checked By: 1/8" high

**Box 3 2" x 3/4" Vertical**  
 - Font Sheet Content: 1/8" high

**Box 4 2" x 1/2:" Vertical**  
 - Font DFM Project Number 3/16" high **Bold**

**Box 5 2" x 3/4" Vertical**  
 - Font Sheet Number 3/16" high **Bold**

**Box 6 2" x 1/2" Vertical**  
 - Font Original Contract Doc 1/8" high

**EXPLANATIONS**

- Box 1:** This is the smallest this font should appear.
  - Box 2:** The information required in this box is the Project Title, Building Number & Agency Name. Font sized noted are maximums
  - Box 3:** This box is reserved to describe sheet content. Font may be reduced to allow for more description.
  - Box 4:** Only the DFM project number appears in this box. Agency numbers and architects project numbers appear in the upper half of the title block.
  - Box 5:** This box should include sheet number only.
  - Box 6:** This box is reserved to denote the project phase. This should be limited to the following: Design Development, 30% Review, 60% Review, 90% Review, Original Contract Documents & As-Builts.
- General:** Text to be all CAPS with **Bold** fonts noted above.

Box 1

Box 2

Box 3

Box 4

Box 5

Box 6






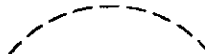













<p><b>DEPARTMENT OF ADMINISTRATION DIVISION OF FACILITIES MANAGEMENT</b></p> <p>900 SW JACKSON, SUITE 600 TOPEKA, KANSAS 66612-1220 TELE 785-296-8899 FAX 785-296-8898</p>	
<p><b>KANSAS STATE UNIVERISTY</b></p> <p><b>JARDINE APARTMENTS REDEVELOPMENT</b></p> <p><b>PHASE 1, BLDGS. 1, 1a &amp; 2</b></p> <p><b>BUILDING NUMBERS 00000-00500, 00000-00501, 000000-00502</b></p>	<p>DATE: _____</p> <p>DRAWN BY: _____</p> <p>CHECKED BY: _____</p> <p>REV: _____</p>
FINISH SCHEDULE	
<b>A-000000</b>	
<b>A-100</b>	
ORIGINAL CONTRACT DOCUMENTS	

1/2" margin

1/2" margin

2" wide

## Graphic Standards for Code Footprints

SYMBOL LEGEND	DESCRIPTION	PROTECTIVE ELEMENTS
	EXIT - EXTERIOR	
	EXIT - INTERIOR (assembly occupancies over 50 - IBC)	
	FIRE EXTINGUISHER	
	HOSE CABINET	
	HOSE CABINET WITH EXTINGUISHER	
	FIRE EXTINGUISHER SPACING (SHOW RADIUS)	
	NON-PROTECTED EXIT PATH	NONE
	LIMITED PROTECTED EXIT PATH	AUTOMATIC SMOKE DETECTION THROUGHOUT EXIT PATH
	PROTECTED EXIT PATH	1 HOUR F.R. WALL CONSTRUCTION - 20 MIN. RATED DOORS ASSEMBLIES, FIRE & SMOKE DAMPERS
	SPECIAL COVERAGE	LIMITED SPRINKLER COVERAGE
	1 HOUR EXIT PASSAGEWAY	1 HOUR F.R. WALL CONSTRUCTION, NO OPENINGS OTHER THAN REQUIRED EXIT DOORS, 1 HOUR DOOR ASSEMBLIES
	2 HOUR EXIT PASSAGEWAY	2 HOUR F.R. WALL CONSTRUCTION, NO OPENINGS OTHER THAN REQUIRED EXIT DOORS, 1 1/2 HOUR DOOR ASSEMBLIES
	1 HOUR EXIT ENCLOSURE (STAIRWELL - 3 STORIES)	NO OPENINGS OTHER THAN REQUIRED EXIT DOORS, 1 HOUR DOOR ASSEMBLIES
	2 HOUR EXIT ENCLOSURE (STAIRWELL - 4 STORIES OR MORE)	NO OPENINGS OTHER THAN REQUIRED EXIT DOORS, 1 1/2 HOUR DOOR ASSEMBLIES
	1 HOUR SEPARATION (Occupancy separation)	1 HOUR F.R. WALL CONSTRUCTION 1 HOUR RATED DOOR ASSEMBLIES FIRE & SMOKE DAMPERS
	2 HOUR SEPARATION (Occupancy separation)	2 HOUR F.R. WALL CONSTRUCTION 1 1/2 HOUR RATED DOOR ASSEMBLIES FIRE & SMOKE DAMPERS
	3 HOUR SEPARATION (Occupancy separation)	3 HOUR F.R. WALL CONSTRUCTION 3 HOUR RATED DOOR ASSEMBLIES FIRE & SMOKE DAMPERS
	4 HOUR SEPARATION (Occupancy separation)	4 HOUR F.R. WALL CONSTRUCTION NO OPENINGS
$\frac{198/39.6'}{68'}$	ACCUMULATED EXIT WIDTH AT REQUIRED EXIT (CLEAR WIDTH)	$\frac{\text{OCCUPANTS} / \text{REQUIRED WIDTH}}{\text{PROVIDED WIDTH}}$
	PUBLIC FIRE HYDRANT (SHOW DISTANCE FROM BUILDING)	
$\frac{\text{CONE} / \text{A4}}{65}$	ROOM DESIGNATION - ASSEMBLY OCCUPANCY ONLY (OVER 50 MUST BE POSTED)	$\frac{\text{ROOM TYPE} / \text{OCCUPANCY TYPE}}{\text{MAX ALLOWABLE OCCUPANTS}}$
$\frac{140}{140} \text{---} \frac{80}{80} \rightarrow$	SHOW ACCUMULATED OCCUPANT LOADS FOR COMPLEX EXIT PATHS (WHEN APPLICABLE)	

## Code Attachment

The following list of codes are adopted by the Division of Facilities Management for all A/E contracts dated after September 1, 2004 and for all other state construction projects wherein the design has begun after **September 1, 2004**.

1. International Building Code, 2003 Edition
  - a. Chapter 11, Accessibility, is deleted. See Item No. 9 below.
2. International Fire Code, 2003 Edition
  - a. The Life Safety Code (NFPA 101) shall only be applicable on projects where it's use is necessary to meet Federal requirements.
3. International Residential Code, 2003 Edition
4. International Mechanical Code, 2003 Edition
5. Uniform Plumbing Code, 2003 Edition or International Plumbing Code/International Fuel Gas Code, 2003 Editions
  - a. Either may be used as approved by the negotiating committee. Consideration should be given to the plumbing code used by the local jurisdiction in the area of the construction and to the preference of the MEP engineer.
  - b. If the Uniform Plumbing Code is used, it is the MEP engineer's responsibility to work with DFM engineering project manager to determine a means to address the discrepancies between the International Codes and the UPC. Although the IPC is accepted without amendments, the State reserves the right to provide design standards to cover the work.
6. International Energy Code, 2003 Edition
7. National Electric Code, 2002 Edition
8. Kansas State Boiler Code, 2001
9. Title II and Title III Standards of the Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities (ADAAG), published in the Federal Register 7-26-91 (K.S.A. 58-1301 et seq.) and/or the Uniform Federal Accessibility Standards, which also apply to agencies covered by Section 504 of the Rehabilitation Act of 1973.
10. Kansas Fire Prevention Code
11. Underwriter's Laboratories Fire Resistance Directory, most current edition.
12. National Fire Protection Association, National Fire Codes and Standards, as referenced in IBC, IFC, IRC, IMC, IPC, IFGC or as required by Division of Facilities Management. The Life Safety Code (NFPA 101) shall only be applicable on the projects where its use is necessary to meet Federal requirements.
13. American Welding Society, as referenced by International Code Series
14. American Institute of Steel Construction – as referenced by International Code Series
15. American Concrete Institute, ACI Standards 318 – as referenced by International Code Series
16. Safety Code for Elevators, ASME A17.1, 2000 Edition
17. ASME Boiler Pressure Vessel Code, 1998 Edition

STATE OF KANSAS  
CONSTRUCTION PROJECT NO. A-<xxxx>

ADDENDUM NO.<x>

<date>

ISSUED BY:

Department of Administration  
Division of Facilities Management  
Facilities Planning, Design & Construction  
900 SW Jackson, Suite 600  
Topeka, Kansas 66612-1220

ISSUED FOR ARCHITECT/ENGINEER:

Division of Facilities Management  
900 SW Jackson, Suite 600  
Topeka, Kansas 66612-1220  
Contact: <designer name> , Project Designer  
Facilities Planning, Design & Construction  
Ph. 785-<xxx-xxx>, Fax 785-296-8898

NOTICE ALL BIDDERS FOR THE:

<project name>  
<building name>  
<agency name>  
<city>, Kansas

You are instructed to read and to note the following described changes, corrections, clarifications, omissions, deletions, additions, approvals and statements pertinent to the Contract Bid and Construction Documents.

The Addendum No. <x> is a part of the Contract Bid and Construction Documents and shall govern in the performance of the Work.

Article <x>-1, <Specifications Division 8 – Doors and Windows, Section 08710 – Finish Hardware:>

A. <Part 3, 3.04 Schedule:

1. Change lockset Model No. to read as follows:

35H7 F15J 630 with construction core.>

Article <x>-2, Drawings, Sheet A2: (ATTACHMENT)>

A. <Revise catch basin orientation as shown on attached Drawing R2.>

\*\*\* RECEIPT OF THIS ADDENDUM IS TO BE ACKNOWLEDGED ON THE FORM OF BID - DOCUMENT C\*\*\*  
FACILITIES PLANNING, DESIGN & CONSTRUCTION