PART A – POLICY AND PROCEDURES

CHAPTER 8 – OWNER'S RESPONSIBILITIES

1.0 The Owner is the State Agency responsible for the programming and funding of each Capital Improvement Project.

2.0 The Owner will designate a representative who will be the single point of contact for DCC. This individual will receive all project acceptances, invoices, inspection records and other correspondence from DCC and will be responsible to distribute internally and to the Project Architect/Engineer and Contractor.

3.0 The Owner is responsible for completing and forwarding the Form 935 – DCC Project Number / Data Request to DCC for the assignment of a DCC project number.

3.1 The form shall be submitted to the person identified on the form.

3.2 DCC will return this form with project number assigned to the single point of contact listed.

3.3 Owner will identify Project Architect/Engineer procurement and proposed construction procurement on the form. DCC will confirm when reviewing the form.

3.4 If scope of work (cost or type of work) is modified, the original Form 935 – DCC Project Number / Data Request shall be modified, the revised/altered submission box checked and the form shall be resubmitted to DCC for re-evaluation and assignment of multipliers.

3.5 The DCC project number shall be used on all paperwork associated with the project, including all document submittals, correspondence, drawings, specifications, billings, shop drawings and other documents transmitted to DCC and shall be provided in the subject line of e-mails sent to DCC.

3.6 Owner or Project Architect/Engineer project numbers shall not substitute for the DCC Project number. Owner or Project Architect/Engineer project numbers can be provided on the documents, but must be displayed after and in smaller font than the DCC project number.

3.7 The Owner will provide a completed copy of this form to the Project Architect/Engineer.

4.0 The Owner will inform the Project Architect/Engineer which level of service DCC is providing (reference Part A – Chapter 2 for level of service definitions). This will determine the amount of participation for the DCC architect/engineer and inspectors.

5.0 The Owner will provide approvals and decisions as expeditiously as necessary for the orderly progress of the Project Architect's/Engineer's services and provide prompt responses to questions and inquiries during the construction of a project.

6.0 Owner is responsible for bidding costs as outlined in Part A – Chapter 6.

7.0 The Owner is responsible to ensure the Project Architect/Engineer is providing submittals to DCC per Part A – Chapter 4. This includes any changes/revisions that occur during construction

8.0 Owner is responsible to ensure code inspections required for occupancy per Part A – Chapter 5 are being scheduled with DCC inspector.

9.0 The Owner will be the only recipient of DCC Inspection reports and is responsible for distribution to all interested parties, i.e. the Project Architect/Engineer, Contractor, and Owner's project team members.

10.0 The Owner or his designee is responsible for submitting Form 120a – Request for Occupancy (and/or Partial Occupancy) as outlined in Part A – Chapter 5 – Sections 8.0 and 9.0.

11.0 The Owner is responsible for distributing all e-mailed paperwork to others not copied by DCC. This includes Certificate of Substantial Completion, Certificate of Project Completion / Affidavit of Contractor, partial and final payments, Change Orders, Project Acceptance, and Certificate of Occupancy.

12.0 The Owner is responsible to ensure the Project Architect/Engineer forwards record documents to DCC per Part A – Chapter 4.

12.1 Regent institutions (including Emporia State University, Fort Hays State University, Kansas State University, Pittsburg State University, University of Kansas, University of Kansas Medical Center and Wichita State University) are the custodians of the construction and record documents for DCC.

13.0 For projects that bid through DCC plan room, the Owner shall complete Contractor Evaluation – DCC Form 610 at the completion of construction.

13.1 The form shall be submitted as directed on the form.

13.2 The form will be forwarded to the firm for their records.

13.3 Contractor Evaluations are used as part of the contractor pre-qualification process.

END OF CHAPTER