PART B – CAPITAL IMPROVEMENT CONSTRUCTION PROJECTS SUBJECT TO SBAC PROCEDURES

CHAPTER 2 –PROFESSIONAL DESIGN SERVICES – APPLICATION AND NOMINATIONS

1.0 Eligibility Requirements and Procedures for Architectural, Engineering and Land Surveying Services

1.1 To be eligible to perform architectural, engineering or land surveying 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:

1.1.1 The entity, whether individual, firm, partnership, corporation, association or other legal entity is permitted by law to practice the profession of architecture, engineering or land surveying in accordance with Kansas State Board of Technical Professions regulations.

1.1.2 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 by statute (K.S.A. 75-5803) annually requests firms engaged in the lawful practice of architecture, engineering and land surveying to submit a statement of qualifications (SOQ) and performance data. A request for annual statements is published each December in the *Kansas Register.*

2.2 Form 050 – Professional Qualifications is to be used when completing annual SOQ. It is available at http://admin.ks.gov/offices/ofpm/dcc/f-and-d. Supplemental information, including photographs and letters of reference related to each firm's architectural/engineering work may also accompany the form.

2.3 Each multi-office firm is required to fill out a Form 050 – Professional Qualifications for each office that will provide services to the State of Kansas.

2.4 A completed Form 050 – Professional Qualifications shall be sent to the e-mail address listed in the advertisement on or before the deadline. Annual statements of Qualifications are made available to the State Building Advisory Commission and Negotiating Committees.

2.5 This form should be updated whenever the firm submits a proposal for a specific project advertised in the *Kansas Register*.

2.6 Eligible firms, which have never sought State work, are encouraged to contact DCC regarding the State's eligibility, qualification, nomination and selection procedures and policies.

3.0 Announcement of Architectural and Engineering Services

3.1 DCC will prepare an advertisement to be published in the *Kansas Register* requesting proposals from architectural and engineering firms interested in providing design services for state-funded Capital Improvement Projects.

3.1.1 Any Capital Improvement Project funded by other means may also be advertised in the *Kansas Register* at the request of the Owner.

4.0 SBAC Guidelines for Proposal Submittals

4.1 When requests for architectural and engineering services are advertised, all eligible firms may submit a proposal to the SBAC indicating their interest in being nominated for the advertised services.

4.1.1 Should there be any conflicts between the *Kansas Register* advertisement and requirements listed below or anywhere else, the requirements listed in the *Kansas Register* advertisement shall prevail.

4.2 Each proposal for advertised services shall contain the following information in the order provided below:

4.2.1 A letter of interest, of no more than two pages in length.

4.2.2 Completed Forms 051, 052, 053, and 054 – State of Kansas Capital Improvement Project Qualifications.

4.2.2.1 These forms may be altered to accommodate each firm's information but shall retain the basic format.

4.2.2.2 Forms 051, 052, 053 and 054 shall be a maximum of forty (40) 8½" x 11" pages of **readable** surfaces. Double-sided proposals do **not** increase the forty (40) page readable surfaces limit. Covers, separation tabs and the DCC Form(s) 050 – Professional Qualifications do not count toward the forty (40) page readable surface limit.

4.2.2.3 Documentation on forms 051, 052, 053 and 054 may include any photographs, information relevant to the advertised services and letters of reference related to the firm's architectural/engineering work.

4.2.3 An **updated** Form 050 – Professional Qualifications for each proposing firm and each consulting firm should be included at the end of each proposal.

4.3 Each proposal shall be submitted in the following format:

4.3.1 One condensed or optimized PDF document less than 5 MB in size, delivered to DCC on a CD/DVD or flash drive along with a paper transmittal. E-mail transmissions will not be accepted.

4.3.2 The title of the electronic submission will contain, in this order, the following information: firm name or acronym, agency abbreviation, project title. (Exp. Joe Architect KU Haworth Hall Electrical Distribution Replacement.pdf)

4.3.3 Paper copies, if requested, shall be an exact duplicate of the PDF proposal, submitted in a loose-leaf binder, bound together or stapled.

4.4 Proposals should be delivered to DCC on or before the deadline noted in the advertisement.

4.5 DCC will receive and deliver to the commissioners all submittals that are received prior to the advertised deadline.

4.5.1 Late submissions will not be delivered to the commissioners.

4.5.2 In the event that State of Kansas offices in Shawnee County are closed on the day proposals are due, the due date for proposals will be considered the next business day state offices resume operation.

4.5.3 Firms interested in tracking the delivery of their submittal should do so through their delivery service, not DCC.

5.0 SBAC Nomination of Qualified Firms

5.1 The State Building Advisory Commission shall nominate at least three (unless fewer proposals of interest are received) and not more than five firms per K.S.A. 75-1253. On any given project, the following factors may or may not be used by each commissioner individually or collectively as a group:

5.1.1 performance on prior state work;

5.1.2 prior experience with projects of similar type, size and cost to the project advertised;

5.1.3 design experience, including industry and design awards;

5.1.4 production quality, current workload for all clients, and ability to manage and meet deadlines;

5.1.5 experience and working relationships with clients, contractors, consultants, associates and/or joint venture partners;

5.1.6 capability of providing services at the location of the project;

5.1.7 ability to provide accurate and relevant cost estimates and control project costs within the given budget;

5.1.8 construction administration services;

5.1.9 factors required by specific project programs;

5.1.10 proper submission of proposals.

5.2 The list of nominated firms and their proposals shall be submitted to the negotiating committee established for each project, without any recommendations of preferences. (K.S.A. 75-1253)

5.3 Nominated firms will be notified of their nomination by e-mail and nominations will be announced on the DCC website.

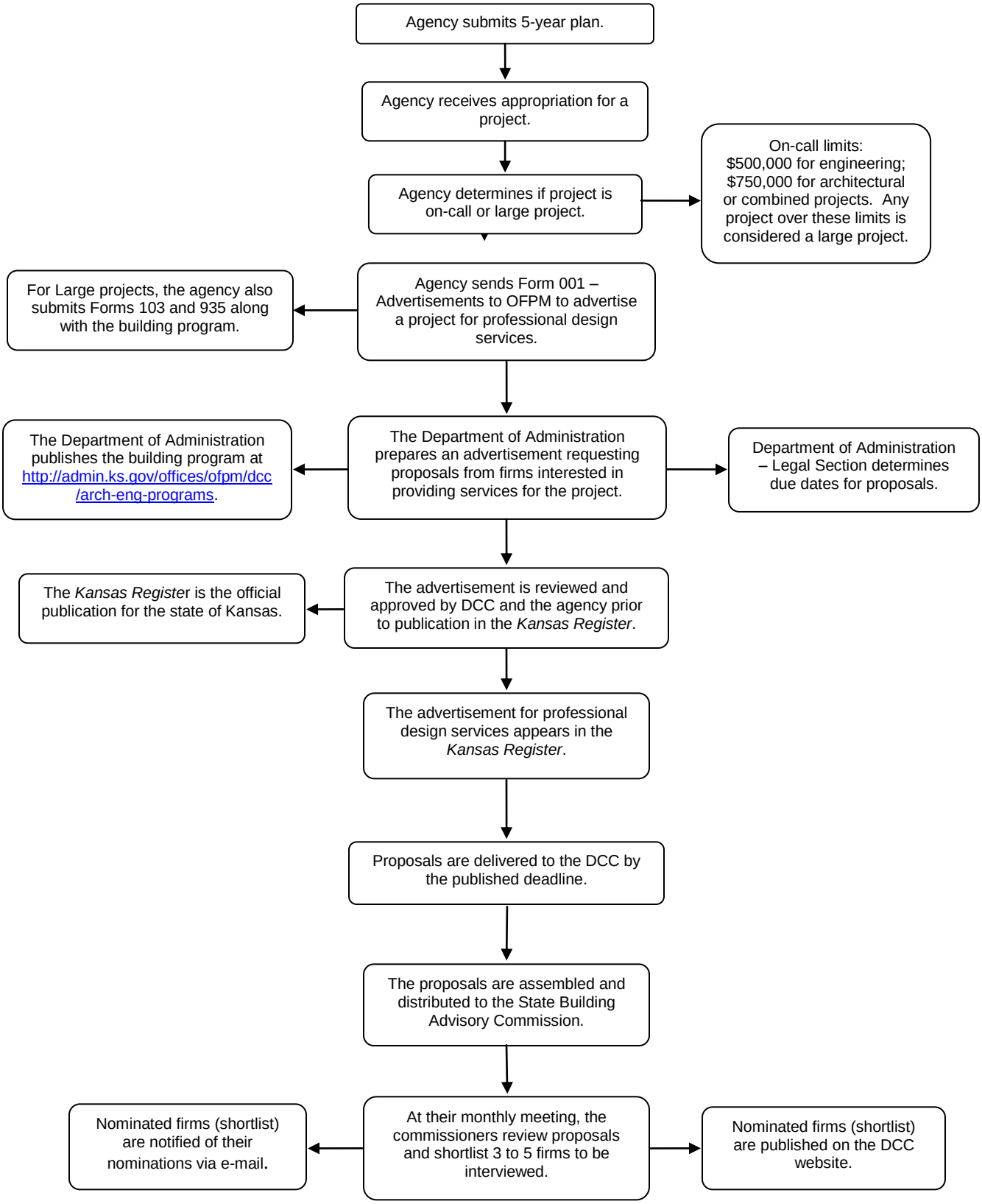
6.0 Ancillary Technical Services

6.1 Whenever **ancillary technical services** are needed for a state-funded Capital Improvement Project, the Secretary of Administration, through DCC or the Owner, may contract with qualified firms to perform these services. Such ancillary technical services shall include but not be limited to: geology services and other soil or subsurface investigation and testing services, surveying, adjusting and balancing of air conditioning, ventilating, heating and other mechanical building systems, testing and consultant services. The project architect/engineer shall request the Owner or DCC obtain the services from the firms on file with DCC.

6.1.1 Ancillary services may be provided by qualified Owner employees or by the Project Architect or Engineer. If provided by the Project Architect or Engineer, this shall be negotiated as an additional service.

6.2 Firms available to provide ancillary services are on file at DCC. This list is updated annually.

6.2.1 Each December, DCC will advertise for firms interested in providing ancillary services in the *Kansas Register*. Interested firms shall submit a State of Kansas Professional Qualifications – Form 050.

END OF CHAPTER

SBAC ADVERTISEMENT AND NOMINATIONS (SHORTLIST)