

MEMORANDUM

TO: Capitol Complex Tenant Agencies

FO-13-044

FROM: Mark J. McGivern
Director

DATE: December 12, 2012

SUBJECT: Request for Service Form

In order for the Office of Facilities & Property Management (OFPM) to better receive, assign and perform services requested from Capitol Complex Tenant Agencies a new "Request for Service" form has been developed. Its implementation of use is hereby effective immediately.

A "Request for Service" form shall be submitted to the Office of Facilities & Property Management (OFPM) for the following:

- Renovation & Remodel
- New Construction
- Workstation Changes
- Lock Shop Request
- Moving Services
- Architectural & Engineering Design Service
- Space Planning
- Cost Estimating

This form is located on the OFPM website (web link below) and shall be submitted electronically. If you have not been contacted within 7 days of submitting this request please call us at 785-296-8070.

<http://da.ks.gov/fm/webforms/ServiceRequest.aspx>

All requests will be handled in a timely manner, and will be forwarded to the following points of contact for further action based on the type of service request:

- | | | |
|---|--------------|----------|
| • Construction | Dale Bowman | 368-7264 |
| • Architectural & Space Planning Services
and Engineering Services | Frank Burnam | 291-3989 |

For project request that include design and construction services, the following steps apply:

Step 1:

These contacts or assigned designee will contact the Agency to arrange an initial meeting to discuss project scope, any code related issues and schedule. They will provide a ballpark estimate for both design and construction services, and seek approval from the Agency before proceeding.

(This service will be provided by OFPM at no cost to the requesting Agency.)

Step 2:

Upon acceptance of this proposal, design work will be completed and sent to the OFPM Construction Crew for a detailed construction estimate and final scheduling. This proposal will be presented to the Agency for final written approval, prior to any further action.

(The Agency will be billed for the design and estimating fees, regardless if construction is completed.)

Office of Facilities & Procurement Management (OFPM)

Scope of Services

Architectural

Architectural Design	Exterior Building Envelop Assessments
Roof Assessments	Window Replacements
Interior Space Planning	Code Review
Cost Estimating	Capital Improvement Review and Development

Engineering

Engineering Design – HVAC, Plumbing, Electrical
HVAC Analysis & Troubleshooting
Refrigeration Troubleshooting
Boiler Firing and Performance -Review and Recommendations
Structural Assessment
Capital Improvement Review and Development
Cost Estimating

Construction & Maintenance

Modular Office construction/relocations	Cabinetry
Interior Renovations	Demolition
Painting	HVAC
Ceiling Tile Replacement	Plumbing
Carpet Replacement	Landscaping
Electrical Circuit Distribution	Lighting Replacement
Cost Estimating	

Special Custodial Services

Emergency Response Teams	Water Damage Cleanup
Carpet Cleaning	Hard Floor Maintenance and Restoration

Leasing and Real Estate Services

Space Search notifications	RFP's – both formal and informal
Lease negotiation services	Assimilation of documents
JCSBC preparation and presentation	Lease Processing

Contacts

Architectural/Engineering	Frank Burnam	291-3989	Frank.Burnam@da.ks.gov
Construction:	Dale Bowman	368-7264	Dale.Bowman@da.ks.gov
Custodial Services:	Chris Simons	368-7437	Christine.Simons@da.ks.gov
Leasing & Real Estate:	Linda Thomas	296-5909	Linda.Thomas@da.ks.gov
Maintenance:	Mike Lour	296-0156	Mike.Lour@da.ks.gov