MEMORANDUM

TO: Capital Complex Tenants

FROM: Frank Burnam, Director

DATE: November 18, 2019

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 an updated "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.

https://www.admin.ks.gov/offices/ofpm/request-for-service-form

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 & Maintenance: Dale Bowman 368-7264
- Architectural & Space Planning Services: Randy Riveland 296-0749

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 & Property Management (OFPM)

Scope of Services

**Architectural**
- Architectural Design
- Roof Assessments
- Interior Space Planning
- Cost Estimating
- Exterior Building Envelope Assessments
- Window Replacements
- Code Review
- 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
- Interior Renovations
- Painting
- Ceiling Tile Replacement
- Carpet Replacement
- Electrical Circuit Distribution
- Cost Estimating
- Cabinetry
- Demolition
- HVAC
- Plumbing
- Landscaping
- Lighting Replacement

**Special Custodial Services**
- Emergency Response Teams
- Carpet Cleaning
- Water Damage Cleanup
- Hard Floor Maintenance and Restoration

**Leasing and Real Estate Services**
- Space Search Notifications
- Lease Negotiation Services
- JCSB Preparation and Presentation
- RFP’s – Both Formal and Informal
- Assimilation of Documents
- Lease Processing

**Contacts**
- Architectural/Engineering: Randy Riveland 296-0749, Randy.Riveland@ks.gov
- Construction/Maintenance: Dale Bowman 368-7264, Dale.Bowman@ks.gov
- Custodial Services: Chris Simons 268-7437, Christine.Simons@ks.gov
- Leasing & Real Estate: Bobby Kosmala 296-0156, Bobby.Kosmala@ks.gov