**State of Kansas - Bid Document Deliverable Checklist**

Department of Administration, OFPM – DCC

This list represents the items required to be submitted to DCC for the purposes of bidding a project. If any item on this list is not met, it may delay the bidding of the project. Consult the Building Design and Construction Manual Part A – Chapter 6 for more detailed instructions. **This form is completed by Compliance staff as part of their review of the project.** NA indicates not applicable to this project.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DCC Project Number:** |  | | | | | | **Date:** |  |
| **Agency:** |  | **Building name and title of work:** | |  | | | | |
| **DCC Project A/E:** |  | | **DCC Inspector:** | |  | | | |
| **Project Architect:** |  | | **Project Engineer:** | | |  | | |
| **Agency contact:** |  | | **Additional contacts:** | | |  | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Budget amount**🞽**:** | |  | | | | | | | |
| **Sales Tax** 🞽**:** | |  | **Not-Exempt from certain sales tax.** | |  | | **Exempt from sales tax (Owner to provide exemption certificate).** | | |
| **Bid Date**🞽**:** | |  | | | | | | | |
| **Pre-bid Date & Time**🞽**:** | | |  | **Pre-Bid Location**🞽**:** | | | | |  |
|  | | |  |  | | | | |  |
|  | **Front End needs to be completed. Front End Data Form 305 is attached.** | | | | |  | | **Front End had been completed and is in spec\_bidding folder.** | |
|  | **Forwarded for Administrative staff formatting review. Compliance comments are listed below or forwarded in an email.** | | | | |  | | **Administrative formatting review complete.**  **No comments.**  **Comments are listed below or forwarded in an email.** | |
|  | **Project is released for bidding. CD/DVD is attached.** 🞽 | | | | |  | | **CD/DVD needs to be revised. Revised CD/DVD to be forwarded by . Project can be advertised.** | |

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| **Met** |  | **Not Met** | **General items** | | | | | | | | | | | |
|  |  |  | 1 | | An approved code footprint, signed by all parties, is on file at DCC. | | | | | | | | | |
|  |  |  | 2 | | Project architect/engineer has completed Energy Efficiency Performance Standard attestation | | | | | | | | | |
|  |  |  | 3 | | Project title is consistent with Form 935 – DCC Project number / Data Request | | | | | | | | | |
|  |  |  | **Format Items – Drawings** | | | | | | | | | | | |
|  |  |  | 4 | Electronic submittal requirements (Electronic copies are to be from a scan of the printed Mylar®/vellum copy.) 🞽 | | | | | | | | | | |
|  |  |  |  | | All electronic .pdf deliverables are on one (1) CD/DVD. (Drawings to be in their own folder on the CD/DVD.) 🞽 | | | | | | | | |
|  | | Each drawing sheet is its own .PDF document, is oriented horizontally, has layers turned off.🞽 | | | | | | | | |
|  | | Drawing file titles with a 3-digit numerical prefix (beginning with 001) 🞽 | | | | | | | | |
|  | | The drawing file name includes the sheet number and the drawing name from the title block for that sheet. 🞽 | | | | | | | | |
|  | | Drawing files are titled in the numerical order the project architect/engineer intends the drawing set to be displayed. 🞽 | | | | | | | | |
|  |  |  | 5 | Printed copy requirements – Printed copy is on Mylar®/vellum. (Bond submissions not allowed except Board of Regent projects can be a bond copy with transmittal indicating Mylar®/vellum delivered to the Regent institution.) | | | | | | | | | | |
|  |  |  | 6 | Title Block contains: | | | | | | | | | | |
|  |  |  |  |  | | Project Title |  | DCC Project number | | |  | Building number |  | State Agency |
|  |  | | Primary consultants name/discipline | | |  | AE seal, signed, dated & readable of the intended size of drawing | | | | |
|  |  |  | 7 | Drawing index to match drawing names on title block and on cover sheet or first sheet of documents. | | | | | | | | | | |
|  |  |  | **Format Items – Specifications** | | | | | | | | | | | |
|  |  |  | 8 | | Form 305 - Specification Front End Data Form is provided and completely filled out. 🞽 | | | | | | | | | |
|  |  |  | 9 | | Technical specifications and all other information listed below are submitted in .PDF format. (Specifications are to be in their own folder on the CD / DVD) 🞽 | | | | | | | | | |
|  |  |  | 10 | | Each electronic technical specification Division with applicable Sections are bundled as one (1) .PDF file per specification Division. 🞽 | | | | | | | | | |
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|  |  |  |  | |  | | | | | | | | | |
| **Met** |  | **Not Met** |  | |  | | | | | | | | | |
|  |  |  | 11 | | Each electronic specification section file and all other informational files, created by the project architect/engineer are numbered in the order the project architect/engineer intends the information to be displayed, and a 3-digit numerical prefix and title (001 and 004 are reserved for DCC). 🞽 | | | | | | | | | |
|  |  |  | 12 | | One page (or separate pages) with the project title, DCC project number, agency name and each professional’s seal, signed and dated. These sheets are to be one .PDF and begin with the number 002-. 🞽 | | | | | | | | | |
|  |  |  | 13 | | A completed Table of Contents (DCC Form 307) prepared in.DOC/DOCX format, listed in the order shown on the Table of Contents template. (this will be numbered 003).🞽 | | | | | | | | | |
|  |  |  | 14 | | Division 1 sections (file named 005), edited and formatted as supplements to DCC Documents A-I & DCC Division 1 are submitted in .pdf format. 🞽 | | | | | | | | | |
|  |  |  | 15 | | Actual #of pages in spec sections correspond with the Table of Contents number of pages. 🞽🞽 | | | | | | | | | |
|  |  |  | 16 | | Drawing sheet index, if provided in Division 01 specifications, is to match titles in drawing title blocks. | | | | | | | | | |
|  |  |  | **Technical Review** | | | | | | | | | | | |
|  |  |  | 17 | | Alternates and unit prices are designated with whole numbers, without subsets. (Example: Alt. 1, Alt. 2, Alt. 3, etc.) | | | | | | | | | |
|  |  |  | 18 | | Each alternate is mutually exclusive from all other alternates and described as such on the appropriate drawing sheet and specification section. | | | | | | | | | |
|  |  |  | 19 | | Full descriptions of alternates, unit prices and allowances are included in the project architect/engineer’s Division 1 section. | | | | | | | | | |
|  |  |  | 20 | | If the project’s funding source (i.e. federal funds) that requires additional or non-standard procedures and/or forms beyond State of Kansas requirements, a separate sheet is to be attached to the above document identifying and specifying the agency’s procedures. | | | | | | | | | |
|  |  |  | 21 | | Document details correspond with code requirements on Code Footprint.(not applicable if code footprint not required) | | | | | | | | | |
|  |  |  | 22 | | Construction separation in occupied buildings and temporary egress is shown. | | | | | | | | | |
|  |  |  | **Accessibility Review** | | | | | | | | | | | |
|  |  |  | 23 | | Path of travel | | | | | | | | | |
|  |  |  | 24 | | Site/parking | | | | | | | | | |
|  |  |  | 25 | | Accessible routes (exterior/interior) including building access, stair/elevator, doors | | | | | | | | | |
|  |  |  | 26 | | Protruding objects | | | | | | | | | |
|  |  |  | 27 | | Toilet/shower rooms | | | | | | | | | |
|  |  |  | 28 | | Alarms | | | | | | | | | |
|  |  |  | 29 | | Counters/storage | | | | | | | | | |
|  |  |  | 30 | | Special occupancy requirements | | | | | | | | | |
|  |  |  | **Code Review** | | | | | | | | | | | |
|  |  |  | 31 | | Special use or occupancy requirements | | | | | | | | | |
|  |  |  | 32 | | Details comply with construction type | | | | | | | | | |
|  |  |  | 33 | | Details for rated walls (interior/exterior), horizontal assemblies, penetrations, joint systems, openings, duct and air transfer openings, concealed spaces | | | | | | | | | |
|  |  |  | 34 | | Interior finishes and Environment (including glass/glazing and plastics (foam insulation) | | | | | | | | | |
|  |  |  | 35 | | Sprinkler | | | | | | | | | |
|  |  |  | 36 | | Standpipe | | | | | | | | | |
|  |  |  | 37 | | Fire Alarm | | | | | | | | | |
|  |  |  | 38 | | Smoke Control or Smoke Heat Vents | | | | | | | | | |
|  |  |  | 39 | | Means of egress – width, illumination, doors (including hardware), stairs, vertical exit enclosures, exit signs, handrails/guards, corridors, exterior ramps/stairs, exit discharge, assembly requirements, emergency escape and rescue | | | | | | | | | |
|  |  |  | 40 | | Roof | | | | | | | | | |
|  |  |  | 41 | | Structural load performance criteria indicated | | | | | | | | | |
|  |  |  | 42 | | Electrical | | | | | | | | | |
|  |  |  | 43 | | Mechanical | | | | | | | | | |
|  |  |  | 44 | | Plumbing | | | | | | | | | |
|  |  |  | 45 | | Elevators | | | | | | | | | |

🞽 Document Management Section to obtain for DCC design section documents. 🞽🞽 Document Management Section to obtain for all projects.