

FILLING OUT FORM 935 – PROJECT NUMBER / DATA REQUEST

Abbreviate the Title of Work as much as possible. Try to limit the title to under 40 characters.

The building number is the agency number followed by a hyphen and up to a 5-digit number (occasionally a number is replaced by a letter) assigned by the agency.

The KIDS number is a number assigned by the Office of the State Fire Marshal (OSFM) and should be found on the paperwork from OSFM for your annual inspections. If this is a new building, please request the KIDS number from OSFM.

Building address is the postal address for the building.

Funding other than the three listed should be described in the area provided. Federal funds once deposited into the state account become “state” funds.

Project costs include but are not limited to: construction costs, architect/engineer fees, geotech, surveying, and other ancillary costs, IT fees, OFPM fees, etc.

Construction costs are the monies allocated for the construction of the project.

Select one from the Intended Designer category. If using an on-call firm, please list the firm name and the expiration date of their contract. If using a private firm, please list the firm name if known.

- **Agency A/E:** an architect or engineer employed by the agency for whom the project is being completed. Held to the same restrictions as On-call architect/engineer firms.
- **On-call Architect or On-call Engineer:** A firm contract with the agency to complete design for projects under \$1,000,000 total project costs.
- **TUKHS:** The University of Kansas Health Systems.
- **OFPM Design Section:** The design section within Department of Administration. Held to the same restrictions as On-call architect/engineer firms.
- **SBAC A/E:** For projects over \$1,000,000 total project costs.
- **Architect/engineer – Regent Gift (Endowment/Private/Research) Funds.** Any project funded completely without State funds.

Construction Delivery Method:

- **OFPM Online Planroom:** means the project will be posted by OFPM-DCC. Bid opening will be by Procurement and Contracts
- **On-call Contractor:** a contractor who is under contract with either the agency or OFPM to complete construction work. Construction limits apply, verify limits.
- **In-House Construction:** The agency has construction crews on staff to complete construction.
- **D of A Procurement and Contracts:** the procurement arm of the Department of Administration may bid construction work directly if approved by OFPM.
- **SBAC CMAR/DB:** a project with state funds that has been approved for alternate delivery
- **TUKHS:** The University of Kansas Health System
- **Contractor Regent Gift (Endowment/Private/Research):** a project with gift or endowed funds
- **Regent Bid K.S.A. 76-125 et seq.:** A project with non-state money that has been approved for alternate delivery.

Comments: include information about the project which may include phasing, multiple bid packages etc.

The gray boxes are for OFPM to complete.

Page 2 is provided for the agency to convey detail about the project to OFPM so the gray boxes can be filled out properly. When filling out these sections, please select all the check boxes that apply to your project.

When completed, send this form in its original format to the e-mail addresses noted at the top of page 1 of the form.