

Design, Construction & Compliance - News

Office of Facilities and Property Management
Department of Administration
State of Kansas

July 2021

Welcome back everyone! OFPM offices are open and we have returned to normal operations. We are following the CDC guidelines for safety and social distancing. COVID-19 pandemic has changed the way the world works, and that includes OFPM. We found that we can work remotely, and the process changes we made on a temporary basis have worked well and are now being permanently changed. Highlights of the changes in the Building Design and Construction Manual are noted below.

Please share this e-mail with your staff and co-workers as not everyone is on our distributions. This is being shared with agencies and OFPM staff. Contact me if you have any question.

The Department of Administration is transferring our websites to a new host and at times our pages will be unavailable, or changes previously made will have reverted back to a previous version. Please be patient with us and contact us if you need documents or information and can't access it. Currently I am unable to upload the Building Design and Construction Manual and will notify everyone once that has occurred.

Forms

- We are in the process of converting some of our files to fillable PDF forms. Currently Form 120-Request for Review has been converted and we are working the 120a-Request for Occupancy and form 305 Front End Data. As always, forms should be downloaded from the OFPM website each time they are used.
- We have added compliance to National Flood Plain Insurance Program to our list of applicable codes. The project Architect/Engineer will also be required to attest to compliance with this program and will need to be added to the code footprint.

Part A – Policy and Procedures

- All submittals are to be made electronically via an e-mail with a link to a Dropbox, OneDrive or other third-party hosting site. Be sure to include a 120 form each type of submittal.
 - With this change paper copies of documents are not required, but we have reserved the right to request paper copies on a case-by-case basis.
 - Electronic files on flash drives are no longer required to be sent.
- Code footprint submittals shall be formatted in an 11 x 17 inch, black and white format. Text shall be readable and legible when printed on 11" x 17" paper. Project Architect/Engineer shall review submission for legibility and completeness prior to submission. If submitting a final code footprint, the project A/E is responsible for obtaining the Owner's signature and properly sending to OFPM with a 120 form.
- For large projects not bidding through OFPM, and after the Permit to Build has been issued, the Project Architect/Engineer shall send 1 electronic copy of the approved documents via an e-mail link and 1 paper copy of the drawings and specifications to OFPM after our comments are resolved and incorporated into the documents. Contact the OFPM project manager to determine if a paper copy is required.
- Paper copies of fire alarm and fire sprinkler shop drawings are not required unless OFPM requests a paper copy.
- The project Architect/Engineer shall condense and flatten all PDF documents.
- All review drawings, whether bidding through OFPM or not, should be saved as one PDF per drawing sheet.
- All specifications should be saved as one PDF per specification Division.

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Part B - Capital Improvement Construction Projects Subject to SBAC Procedures

- Proposals are to be submitted via e-mail to professional.qualificatons@ks.gov. proposals sent to any other e-mail address will not be accepted.
- Proposals received by OFPM after the deadline of 2:00 pm, at professional.qualifications@ks.gov, will not be delivered to the Commission for consideration. If your e-mail is shown as received after 2:00 pm, as time stamped by OFPM's e-mail program, your proposal is considered late.
- Firms interested in tracking the delivery of their submittal should do so by requesting a delivery or read receipt as OFPM does not have the staff to respond to every proposal sent.