

# DAS Directive

Directive No. **GS-D-13**  
Effective Date: **03-20-2008**



To: All Departments, Offices, Agencies, Commissions, Boards, Bureaus and Institutions  
From: Hugh Quill, *Director of Administrative Services*  
Re: Policies and Procedures for the Office of the State Architect

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## PURPOSE

The Department of Administrative Services, through its General Services Division, Office of the State Architect, contracts for most new construction and renovation projects involving state-owned buildings, as the authorized contracting agent for state agencies, subject to certain exceptions under local administration authority. The purpose of this directive is to outline the process for the selection of design services and for the competitive bidding process for state construction projects.

## GENERAL

Once funding for a public improvement project is approved, Administrative Services makes a decision whether to handle the project in-house (through supervision of the State Architect's office) or to hire a project architect and/or engineers.

### Selection of Design Services and Construction Manager

Professional Design services are selected and contracted for according to the requirements of sections 153.65 through 153.71 of the Ohio Revised Code and section 153:1-1 et. seq. of the Ohio Administrative Code. The requirements for selecting professional design services are followed by Administrative Services for all projects except a project with an estimated design fee of less than \$25,000 or a project determined by Administrative Services to be an emergency.

Construction management services are selected and contracted for according to the requirements of section 9.33 et. seq. of the Revised Code. The requirements for selecting construction management services are followed by Administrative Services for all projects.

Both selection processes involve a qualifications based evaluation of the firms, selecting the firm which is most qualified to provide the requested services and negotiating a contract which is fair and reasonable with that firm.

### Competitive Bidding for Construction

When the construction budget is estimated to be \$50,000 or more per project, competitive bidding is required for the project, pursuant to section 153.01 of the Revised Code. Notice

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is required to be published once each week for three consecutive weeks in a newspaper of general circulation in the county where the project is located and in such other newspapers as ordered by Administrative Services, pursuant to section 153.07 of the Revised Code. The last publication shall be at least eight days preceding the day for opening bids. If any or all bids are rejected and the state resubmits the contract for bidding, such advertisement shall be published once, not less than five days preceding the date of the bid opening.

When the entire cost of the project exceeds \$50,000, the state is required to solicit separate bids for, at least, the general, plumbing, electrical and HVAC (heating, ventilating and air conditioning) work, pursuant to sections 153.50 through 153.52 of the Revised Code. If the estimated cost of any of the required separate bids is less than \$5,000, the state is not required to solicit a separate bid for that scope of work. The state may solicit a combined bid for all work on the project and award a single contract for the entire project, or the state may solicit bids which combine more than one of the required separate bids, awarding the contract to the lowest responsive and responsible bidder.

For more information about contract requirements, contract documents, policies and procedures, contact the Office of the State Architect at (614) 466-4761.

This directive supersedes any previously issued directive or policy and will remain effective until canceled or superseded.

## AUTHORITY & REFERENCE

ORC 9.33 et. seq.  
ORC 9.312  
ORC 123.01  
ORC 153.01-153.71