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*State Architect's Office*

SAO College

Seminars for the Design & Construction Industry

Fall Semester - October 2002

# The State Architect's Office SAO Presents...

## SAO College Fall Semester

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Oct. 2, 2002

Columbus Marriott Northwest, Dublin, Ohio (see directions on reverse side of registration form enclosed)

### Overview...

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Sponsored by the State Architect's Office (SAO), SAO College provides an excellent opportunity for registrants to learn more about the SAO process and the management of state projects. A number of topics will be presented, including the architect/engineer selection process, preparing the ADM-0255 form, the change order process, project scheduling, partnering, permits and licensing, and construction claims.

Two new seminar topics have been added to the Fall Semester agenda: "**New Drug-Free Workplace Program for Construction Contracts**" and "**New Front End Updates.**" Remaining topics will be repeated from the March 2002 seminar.

An expert from the State Architect's Office and a specialist from the architectural, construction or legal community, or from a state agency or state college/university, will co-present most sessions. Scheduled speakers are shown on the inside panel.

### Who Should Attend...

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Architects	Engineers	State Agency Owners
Construction Managers	Legal Counsel	State College/University Owners
Consultants	Project Managers	Subcontractors
Contractors	Marketing Professionals	

\*Note: All levels of staff are encouraged to attend, especially those who specifically deal with the issues being presented.

### Continuing Education Credits...

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Graduates of SAO College Fall Semester will be awarded up to:

- 6 learning units from the American Institute of Architects (AIA)
- 6 credits in Business from the Ohio Construction Industry Examining Board (OCIEB)

In addition, the State Architect's Office will mail certificates of attendance following the seminar for those wishing to obtain continuing education credit from other organizations.

### Agenda and Registration...

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The registration fee is \$150 per person (includes all seminar materials, breakfast, buffet lunch and refreshments). Registration forms are due by **Friday, Sept. 27** to ensure a seat. See inside for the agenda, registration form and payment information. A confirmation letter with directions and parking information will be sent to all registrants. Online registrations: <http://www.ohio.gov/saoregistration>.

**8 a.m. Registration, Continental Breakfast (*registration area*)**

**8:30 a.m. Welcome by Roger B. Booker, AIA, State Architect (*main ballroom*)**

An expert from the State Architect's Office (SAO) and another member of the architectural, construction or legal community, or a representative from a state agency or state college/university will co-present most sessions.

## **Morning Breakout Sessions (choose one for each time frame)**

### **9 a.m. Is It a Hit or a Miss? (All)**

(Establishing the Target Schedule)

Tract Leader: Tom Kovacs, SAO

Co-presenter: John Sanner, Regency

- Construction Services
- Constructability Reviews
- Establishing Contract Milestone Dates
- Initial Schedule Review
- Schedule Adjustments

### **New Drug-Free Workplace Program for Construction Contracts\* (C)**

(Effective Jan. 1, 2003)

Tract Leader: Keith Wagenknecht, AIA, SAO

Co-presenter: Rick Brown, Ohio Bureau of

- Workers' Compensation
- Drug-Free Workplace Program and Worksite Safety
- New Drug-Free EZ for Small Employers
- How Construction Companies Can Benefit

\*Session also offered in the afternoon.

### **Landing the Associate Contract (A/E, O)**

(A/E Selection Process)

Tract Leader: Thomas R. Poulton, AIA, SAO

Co-presenter: Hamid Mehrizi, Ohio Dept.

- of Mental Health
- Methodology of Selection Process, 255 Form
- Preparing the Technical Proposal
- Associate Fees

### **10 a.m. Change Orders 101 (All)**

(Conditions and Procedures)

Tract Leader: Thomas R. Poulton, AIA, SAO

Co-presenter: Hamid Mehrizi, Ohio Dept.

- of Mental Health
- Changes in the Work
- Field Work Orders
- Emergency Change Orders
- Bulletin Change Orders

### **New Front End Updates (A/E, O)**

(Standard Conditions of Contract for Construction)

Tract Leader: W. Bruce Curtis, SAO

- Revised Instruction Sheets
- Special Conditions
- Domestic Steel DAS Policy
- Builder's Risk Insurance

### **Knowing How to Draw the Line (A/E, O)**

(Quality Control in Construction Documents)

Tract Leader: Rick Axline, AIA, SAO

Co-presenter: Jeff Tyler, Industrial Compliance

- Construction Document Reviews
- Intra-Discipline Coordination
- Cross-Discipline Coordination
- Drawing/Specification Coordination
- Feasibility/Practicality of Details
- Cost Estimating
- Deficiencies in Construction Documents

### **11 a.m. Verify That the Systems Work! (All)**

(Building Commissioning)

Tract Leader: W. Bruce Curtis, SAO

Co-presenter: Charles Shrive, P.E.

- Minimize System Debugging
- Minimize Owner Impacts from System Down Time
- Verify System Performance
- Case Histories

### **Can't We All Just Get Along? (All)**

(Partnering)

Tract Leader: Keith Wagenknecht, AIA, SAO

Co-presenters:

Gene Belew, Dynalectric Company

Don Gregory, Kegler Brown Hill & Ritter

- Developing "Trust"
- Communication
- Proactive Not Reactive
- Delays/Acceleration/Float Time

### **Permits and Licensing (All)**

Tract Leader: Rick Axline, AIA, SAO

Co-presenter: Jeff Tyler, Industrial

- Compliance
- Obtaining Permits
- Doing Business the Industrial Compliance Way
- OBBC '98 vs. OBC '02
- Approvals and the BBA
- Section 106 Construction Documents
- Licensing and the Permit Process

### **Primary Audience:**

**All, A/E = Architect/Engineer**

**C = Contractor, O = Owner**

**12 - 12:30 p.m. Buffet Lunch (main ballroom)**

**12:30 - 2 p.m. Lunch Presentation: Panel Discussion (main ballroom)**

Roger B. Booker, AIA, State Architect's Office (Moderator)

Panel Members:

Rick Brown, Ohio Bureau of Workers' Compensation

Jim Hess, Messer Construction Company

John Kotowski, Ohio University

Luther Liggett, Bricker & Eckler

Carole J. Olshavsky, FAIA, Braun & Steidl Architects

Keith Wagenknecht, AIA, State Architect's Office

- Avoiding Litigation
- Scheduling and Constructability Reviews
- Project Alternative Delivery Systems

## Afternoon Breakout Sessions (choose one for each time frame)

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An expert from the State Architect's Office (SAO) and another specialist from the architectural, construction or legal community, or from a state agency or state college/university, will co-present most sessions.

### **2 p.m. New Drug-Free Workplace Program for Construction Contracts\* (C)**

(Effective Jan. 1, 2003)

Tract Leader: Keith Wagenknecht, AIA, SAO

Co-presenter: Rick Brown, Ohio Bureau of Workers' Compensation

- Drug-Free Workplace Program and Worksite Safety
- New Drug-Free EZ for Small Employers
- How Construction Companies Can Benefit

\*Session also offered in the morning.

### **Paperwork, Paperwork... and More Paperwork (C, O)**

(How to get paid, liens against your funds)

Tract Leader: Fred Holcomb, SAO

Co-presenter: Kathy Stewart, SAO

- Forms 26 and 27
- Pay Application Process
- Certified Payrolls
- Liens and Releases

### **Anybody, Somebody, Nobody, Everybody Responsible (All)**

(Construction Administration)

Tract Leader: W. Bruce Curtis, SAO

Co-presenter: Jim Hess, Messer Construction Company

- Day-to-Day Construction Administration
- Who is Responsible?

### **3 p.m. Most Responsive and Responsible (All)**

(Contractor Bid Award Process)

Tract Leader: Thomas R. Foulton, AIA, SAO

Co-presenter: Hamid Mehrizi, Ohio Dept. of Mental Health

- Contractor Responsibility Analysis
- Bid Opening
- Performance Evaluation
- Quality Contracting/Accepting Low Bidder

### **How...and then What? (C, O)**

(Successfully bidding a contract, prevailing wages and domestic steel legislation)

Fred Holcomb, SAO, and

Kathy Stewart, SAO

- SAO Contracting
- Prevailing Wages
- Domestic Steel Issue

### **Show Me the Money (All)**

(Claims)

Tract Leader: Keith Wagenknecht, AIA, SAO

Co-presenters:

Gene Belew, Dynalectric Company

Don Gregory, Kegler Brown Hill & Ritter

- Claims Avoidance
- Claims Identification
- Alternate Dispute Resolution

### **Primary Audience:**

**All, A/E = Architect/Engineer**

**C = Contractor, O = Owner**

# SAO College Fall Semester Registration Form

## SAO College Fall Semester - Oct. 2, 2002

Columbus Marriott Northwest, Dublin, Ohio (see map on reverse side)

### Registration Deadline: Friday, Sept. 27, 2002

**Tuition: \$150** per person (includes all seminar materials, breakfast, buffet lunch and refreshments). Please mail your registration form to the address below along with your personal/business check or money order made payable to **Treasurer, State of Ohio**. While payment is accepted the day of the event, payment with registration is appreciated. Credit cards and cash are not accepted. Cancellations will be taken until Sept. 27 only. Full refunds will be granted if cancellations are made on or prior to this date. All cancellations after Sept. 27 are subject to a 50 percent refund policy.

**Mail payments to:**

General Services Division  
Attention: Business Office  
4200 Surface Road  
Columbus, OH 43228-1395

Convenient online registration:  
<http://www.ohio.gov/saoregistration>

Fax Reservations: 614.644.7982. E-mail Reservations: [angela.carder@das.state.oh.us](mailto:angela.carder@das.state.oh.us). Questions: 614.752.0448.  
Prior to the seminar, confirmation letters with directions will be forwarded to all registrants.

Name \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_ E-mail \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Special Assistance Needed: \_\_\_\_\_

(Note: This facility is handicap accessible.)

### Seminar Choices (please choose only one per time frame):

Topic selections are on a first-come, first-served basis. You will be notified if your session is full and another topic may then be selected.

**9 a.m.**

- Is It a Hit or a Miss?
- New Drug-Free Workplace Program for Construction Contracts\*
- Landing the Associate Contract

**11 a.m.**

- Verify That the Systems Work!
- Can't We All Just Get Along?
- Permits and Licensing

**3 p.m.**

- Most Responsive and Responsible
- How...and then What?
- Show Me the Money

**10 a.m.**

- Change Orders 101
- New Front End Updates
- Knowing How to Draw the Line

**2 p.m.**

- New Drug-Free Workplace Program for Construction Contracts\*
- Paperwork, Paperwork...and More Paperwork
- Anybody, Somebody, Nobody, Everybody Responsible

\*Session offered more than once.



**Columbus Marriott Northwest**  
**5605 Blazer Parkway**  
**Dublin, Ohio 43017**  
**(614) 791-1000**  
**Reservations: 800-228-9290**  
**[www.marriotthotels.com/cmhnw](http://www.marriotthotels.com/cmhnw)**