

Ohio Register General Announcements  
January 2003

New Announcements

FAQs for the Drug-Free Workplace Program

The recently authorized Executive Order 2002-13T states that all state-administered construction contracts issued under the governor's authority on or after Jan. 1, 2003, must incorporate a Drug-Free Workplace Program (DFWP) that has been approved by the Ohio Bureau of Workers' Compensation.

Representatives from the State Architect's Office and the Ohio Bureau of Workers' Compensation have conducted numerous seminars about the Drug-Free Workplace Program across the state to contractor and subcontractor trade organizations, unions and Owner representatives during October, November and December. Many questions have arisen from these sessions and we have prepared a document that should help answer most of these questions. To access the FAQs for the Drug-Free Workplace program, go to:  
<http://www.gsd.das.ohio.gov/sao/dfwp/faqdfwp.pdf> or visit the SAO Web site FAQ section at:  
<http://www.gsd.das.ohio.gov/sao/faqs.htm>.

For more information about the new Drug-Free Workplace Program, including a link to the governor's executive order, go to: <http://www.gsd.das.ohio.gov/sao/dfwp.htm>.

Deadline Extended to Jan. 31 for Draft Front End Review

A draft of the proposed revisions to the March 2000 edition of the State of Ohio Standard Conditions of Contract for Construction (Front End) is available via the SAO Web site at:  
<http://www.gsd.das.ohio.gov/sao/drafffrontend.htm>.

The changes in the document may appear to be massive, but in reality many of the changes are syntax-type changes. There are, however, three areas with noted differences from the current edition. Readers may want to review the DRAFT document and specifically look at the following: the revisions to the Change Order process, the Bid Information Escrow (a new bid component for low bidders) and some changes in the Article 8 section (many of which are still under evaluation).

SAO considers that for those who are familiar with the documents, a few hours, maybe a few days at most, would be more than adequate to review the changes. We originally provided a three week review period. Upon hearing from some individuals statewide and after consultation with leadership in several industry organizations, we more than doubled the time available and extended the review period to cover seven weeks.

While the review of the draft document can easily expand to fill the time available, we're reasonably sure that most professionals will be able to review the document in the time now available.

Questions, comments and suggestions will be taken until Jan. 31 via the electronic form located on the Web page listed above. SAO plans to issue the new Front End in February.

As a final note: SAO is continuing its work on updating the draft document. As noted on the SAO Web site, interested parties should return to the SAO Web site frequently to check for recent updates or changes in the draft document.

Central Ohio Construction Expo Planned for Jan. 29 & 30

The State Architect's Office will present two seminars at the Central Ohio Construction Expo at the Greater Columbus Convention Center on Jan. 29 and 30.

Drug-Free Guidelines

Wednesday, Jan. 29, 10 - 11:30 a.m.

Sponsored by the Associated General Contractors of Central Ohio in cooperation with the State Architect's Office and the Ohio Bureau of Workers' Compensation

Cost: Free

State "Front End" Updates (Standard Conditions of Contract for Construction)

Thursday, Jan. 30, 11 a.m. - noon  
Sponsored by the Builder's Exchange of Central Ohio  
Cost: \$59  
Credit: 1 AIA learning unit pending

In addition, State Architect Roger Booker will be one of the panelists during the dinner presentation on Jan. 30 from 6 - 8 p.m. to discuss the topic, "Gaining Public Works Jobs in 2003: A snapshot of upcoming projects and tips for success."

To register for one of these seminars or for more information about the Central Ohio Construction Expo, go to:  
<http://www.bx.org/events/bxexpo.html>.

## Ohio Register General Announcements

### New Announcements (February 2003)

#### SAO College Spring Semester Planned for April

Mark your calendars now to attend SAO College Spring Semester in Columbus, Cleveland or Cincinnati. SAO College Spring Semester is a daylong seminar on how to do business with the State Architect's Office (SAO) and is geared toward state agency Owners, architects, engineers, construction managers, contractors, subcontractors, project managers, marketing professionals and legal counsel.

All topics are presented by an SAO staff expert in conjunction with a specialist from the architectural, construction or legal community, or from a state agency or state college/university. We'll offer similar topics from last year's SAO College series of seminars at a basic level plus more in-depth levels on selected topics. We'll cover issues such as plan reviews and permits, constructability reviews, scheduling, construction administration, the architect-engineer selection process, the contractor bid award process, partnering, change orders, claims and liens.

New topics are planned, including the Drug-Free Workplace Program for construction contracts and the 2003 DAS Standard Conditions of Contract for Construction (Front End). In addition, we'll demonstrate our new automated versions of the contractor and associate payment request forms, which were created in Microsoft Excel, as well as updated versions of our other forms.

All levels of staff are encouraged to attend, especially those who specifically deal with the issues being presented. Graduates of SAO College Spring Semester will be awarded up to six continuing education credits for selected industries, including the American Institute of Architects and the Ohio Construction Industry Examining Board.

SAO College will be presented in the following locations:

Cleveland	Cincinnati	Columbus
Friday, April 4	Thursday, April 17	Tuesday, April 22
8 a.m. – 4 p.m.	8 a.m. – 4 p.m.	8 a.m. – 4 p.m.
Cleveland State University Convocation Center 2000 Prospect Avenue Cleveland, OH 44115	Sharonville Convention Center Northern Cincinnati 11355 Chester Road Sharonville, OH 45246	Radisson Hotel & Convention Center Columbus Airport 1375 N. Cassady Avenue Columbus, OH 43219

The registration fee is \$175 per person, which includes breakfast, lunch and all seminar materials. Printed and online brochures and registrations forms will be available very soon. Please check future issues of the SAO e-news or the Ohio Register for access to the online information. If you have any questions or if you would like to sign up for SAO e-news, a free monthly e-mail newsletter, contact Angela Carder of the State Architect's Office at 614.752.0448 or [angela.carder@das.state.oh.us](mailto:angela.carder@das.state.oh.us).

#### DAS Names Deputy State Architect

The State Architect's Office is pleased to announce Arden Freeman as the new deputy state architect for the detention facilities team which includes the Ohio Department of Rehabilitation and Correction and the Ohio Department of Youth Services. Arden, a licensed architect, is a 1972 graduate of Ohio State University and holds an NCARB certificate.

Arden's depth and breadth of experience truly will be an asset to our office. He has significant experience in project management as a private sector architect as well as experience in serving as an Owner's architect. While most of his experience is in the private sector, his early professional experience includes work at the Columbus School Board. For most of his career, he worked as a principal for private firms, including his own, on projects in several states. He brings a great amount of expertise in project planning and programming, project development, firm management and construction administration. He has significant experience in hospital and medical facilities as well as educational and institutional projects. He has certificates in building and fire codes and specialty certificates from the American Society of Healthcare Engineering and the American Hospital Association. He has authored several technical articles and work manuals.

#### AIA Ohio Announces the 2002 Gold Medal Firm Award

The Ohio Chapter of the American Institute of Architects (AIA Ohio) has selected The Collaborative of Toledo as the 2002 Gold Medal Firm of the Year. This award is the highest honor AIA Ohio bestows on an architectural firm.

The Collaborative has worked with the State Architect's Office on several projects, including the Grover Center Renovation and Expansion at Ohio University, the Engineering Technology Center at Northwest State Community College and the Alumni Hall rehabilitation project at Miami University. Current projects include the Center for Fine & Performing Arts at Owens State Community College and the Health & Human Services building rehabilitation at the University of Toledo.

The State Architect's Office congratulates The Collaborative on being selected for this prestigious award.

## Ohio Register General Announcements

### New Announcements (March 2003)

#### Registrations Now Open for SAO College Spring Semester

Registrations are now being taken for the SAO College Spring Semester seminars which will be held in Columbus, Cleveland and Cincinnati in April. SAO College is a daylong seminar on how to do business with the State Architect's Office (SAO) and will be of interest to Architects, Engineers, Construction Managers, Contractors, Subcontractors, project managers, marketing professionals, legal counselors, and state agency, college and university representatives.

We'll cover topics such as plan reviews and permits, constructability reviews, scheduling, construction administration, the architect-engineer selection process, the contractor bid award process, partnering, change orders, claims and liens. Other topics include the Drug-Free Workplace Program for construction contracts and the new 2003 DAS Standard Conditions of Contract for Construction (Front End). In addition, we'll demonstrate our new automated versions of the Contractor, Associate and Construction Manager payment request forms, which were created in Microsoft Excel, as well as updated versions of other standard SAO forms.

Seminar topics are offered at a basic level plus more in-depth information is being presented on selected topics. No presentation will be an exact repeat from last year. All topics are presented by an SAO staff expert in conjunction with a specialist from the architectural, construction or legal community, or from a state agency, college or university.

All levels of staff are encouraged to attend, especially those who specifically deal with the issues being presented. Graduates of SAO College Spring Semester will be awarded up to six continuing education credits for selected industries, including the American Institute of Architects and the Ohio Construction Industry Examining Board. All attendees will be mailed a certificate of attendance from the State Architect's Office following the seminar.

SAO College will be presented in the following locations:

Cleveland	Cincinnati	Columbus
Friday, April 4	Thursday, April 17	Tuesday, April 22
8 a.m. – 4 p.m.	8 a.m. – 4 p.m.	8 a.m. – 4 p.m.
Cleveland State University Convocation Center 2000 Prospect Avenue Cleveland, OH 44115	Sharonville Convention Center Northern Cincinnati 11355 Chester Road Sharonville, OH 45246	Radisson Hotel & Convention Center Columbus Airport 1375 N. Cassady Avenue Columbus, OH 43219

The registration fee is \$175 per person, which includes breakfast, lunch and all seminar materials. To download the full agenda and/or register for a seminar in your location go to: <http://www.ohio.gov/saoregistration>. If you have any questions contact Angela Carder of the State Architect's Office at 614.752.0448 or via e-mail at [angela.carder@das.state.oh.us](mailto:angela.carder@das.state.oh.us).

#### SAO Bids Farewell to Long-time Staffer, Welcomes New Project Coordinator

After 26 years of service with the State Architect's Office, Project Coordinator Liz Foster has retired. Liz's replacement is Helen Beuchner, a former SAO project coordinator for many years.

SAO wishes Liz the very best in her retirement and welcomes Helen to back to the office.

#### Employment Opportunity - ARCHITECT – Project Manager

The Office of the State Architect (SAO) is seeking applicants for the position of architect to serve as project manager, reporting to a deputy state architect. The ideal candidate will have substantial experience in all aspects of the profession and will demonstrate superior leadership, communication, technical, and interpersonal skills. Candidates must have the ability to consistently produce positive results in managing the design and construction of capital projects at all stages. The successful candidate must be an architect licensed in Ohio; must be able to navigate obstacles, rough construction materials, ladders and debris during construction site progress check. Must operate a motor vehicle for frequent in-state travel; may require occasional use of personal vehicle. Must obtain & maintain Ohio Class D driver's license.

Additional information is available on the state Web site at [www.stateofohiojobs.com](http://www.stateofohiojobs.com). For complete job description, email [cheryl.beaty@das.state.oh.us](mailto:cheryl.beaty@das.state.oh.us).

Apply electronically on the state Web site or submit letter of interest, resume, and salary requirements to:

Department of Administrative Services  
Office of Employee Services  
30 East Broad Street, Room 4001  
Columbus, Ohio 43215-3414  
Fax: 614.466.7949.

## Ohio Register General Announcements

### New Announcements (April 2003)

#### New Payment and Change Order Forms to be Demonstrated at SAO College

In April, at its SAO College seminar series, the State Architect's Office will demonstrate the new automated Contractor payment request form, Associate payment request form and change order form. The forms were created in Microsoft Excel and will replace the existing SAO forms. They are fully automated with calculations to make the payment and change order processes easier and faster for you and the State of Ohio. Note: The final versions of the new forms will be released in late April/early May for public use.

Register now to attend SAO College in one of the following locations.

Cleveland	Cincinnati	Columbus
Friday, April 4	Thursday, April 17	Tuesday, April 22
8 a.m. – 4 p.m.	8 a.m. – 4 p.m.	8 a.m. – 4 p.m.
Cleveland State University Convocation Center 2000 Prospect Avenue Cleveland, OH 44115	Sharonville Convention Center Northern Cincinnati 11355 Chester Road Sharonville, OH 45246	Radisson Hotel & Convention Center Columbus Airport 1375 N. Cassady Avenue Columbus, OH 43219

Register online at: <http://www.ohio.gov/saoregistration>. For more information about SAO College, contact Angela Carder at 614.752.0448 or via e-mail at [angela.carder@das.state.oh.us](mailto:angela.carder@das.state.oh.us).

#### Clarifications Regarding the Drug-Free Workplace Program

Architects, Engineers and Construction Managers (Associates) are exempt from the governor's executive order for the Drug-Free Workplace Program (DFWP) at this time. Additionally, anyone hired by the Associate, Owner or Owner's representative, including consultants, surveyors and testing companies, is also exempt from the DFWP.

Contractors and Subcontractors are required to be in the DFWP. This requirement also extends to anyone hired by the Contractor or Subcontractor, including surveyors and testing companies.

Hence, if a survey company working on the construction site is hired by the Associate, Owner or Owner's representative, then the survey company is not required to be in the DFWP; however, if the survey company is hired by the construction company, then the survey company is required to be a participant in a DFWP.

This policy holds true for both DAS and ODOT contracts.

## Ohio Register General Announcements

### New Announcements (May 2003)

#### SAO College Spring Semester Well Received

Nearly 250 Associates, Contractors, Construction Managers and Owners attended the SAO College Spring Semester series of seminars in Cleveland, Cincinnati and Columbus in April. Many participants were pleased with the content and presentation of the seminar topics, which included information about the new Standard Conditions of Contract for Construction (Front End), the Drug-Free Workplace Program and the new Contractor and Associate payment forms. Also presented were topics on Associate selection, project scheduling, permits and building codes, change orders and the appropriate use of construction management services.

Here are a few comments (used with permission) from some satisfied attendants:

"Having attended all semesters of SAO College, they keep getting better. The information continues to provide an understanding of how SAO operates and how best to do business with SAO and its clients." – Administrative Controls Management, Inc.

"Presenters were open to all questions and were able to answer them. It's great to see the new ideas and initiatives coming from SAO." – University of Cincinnati

"I found the day to be very informative as a first-time attendee. I agree and understand with the views that were presented and try to strive in my young career to be cooperative and pro-active." – Dugan and Meyers Construction Co.

"This is my second SAO College that I have attended. Each has helped me with working with DAS by knowing the new forms and what the state needs from my office." – KZF Design

"I really enjoyed the panel discussion." – ESI, Inc.

"The information presented at this seminar is a good 'brush up' of management and scheduling fundamentals in the construction industry. They [SAO] give great effort to provide comparative viewpoints between the state (Owner), Architect, Contractor and attorney perspectives." – Kirk Bros. Co., Inc.

A small number of respondents gave feedback for improvements, such as audio/visual enhancements and suggestions for future seminar topics. We appreciate the feedback and plan to take all comments into consideration when planning future SAO College events.

In addition to all those who participated in the daylong seminars, SAO also wishes to thank the following individuals for their assistance in the presentation of SAO College:

Acme Arsenia – Julie Nader  
Adjutant General's Office – Mike Snow  
American Arbitration Association – Sharon Obert and Michael Coghlan  
Calfee, Halter & Griswold LLP – Stan Dobrowski  
Construction Process Solutions, Ltd. – Andrew Englehart  
FMS Architects – Harvey Schwager  
Dynalectric – Gene Belew (retired)  
Kent State University – Tom Euclide  
Messer Construction Company – Jim Hess and Andy Lorenz  
Ohio Bureau of Workers' Compensation – Rick Brown  
Ohio Department of Commerce, Division of Industrial Compliance – Jeffrey S. Tyler  
Ohio Department of Commerce, State Fire Marshal's Office – Chief Michael G. Kraft  
Ohio Department of Rehabilitation & Correction – Dave Calhoun and James Weller  
PDSC Corporation – Grant Hesser  
Regency Construction Services – John Sanner and Tari Rivera  
Schottenstein Zox and Dunn – Mike Tarullo  
SFA Architects – Tom Fernandez  
Smoot Construction – Pete Crusse  
Superior Electric – Jerry Gemeinhardt

URS – Bill Laubscher

#### New Standard Conditions to be Available at SAO Web Site

The new May 2003 Standard Conditions of Contract for Construction (Front End) for Lead Contractor projects will be published on the SAO Web site on or about May 1 at: <http://www.ohio.gov/das/gsd/sao/frontend2003.htm>. Paper copies also will be available upon request.

Prior to June 1, all parties have the option of using either the March 2000 Front End with the published Special Conditions or the new May 2003 Front End without the published Special Conditions. All projects entering the bidding cycle after June 1 shall incorporate the May 2003 Front End in the contract documents. With the use of the new May 2003 Front End, the Special Conditions are no longer to be included in contract documents.

To obtain a highlight of the changes made to the Front End, please see the PowerPoint presentation "It's What's Up Front That Counts" via the SAO Web site at: <http://www.gsd.ohio.gov/sao/sacollege2003.htm#powerpoint>. This presentation was given to approximately 200 Owners, Associates and Contractors throughout the state at our SAO College series of seminars in April.

In addition, an e-mail will be sent to all Owners, Associates under current contract with projects in the design phase and industry groups who have expressed interest.

Please review any questions you may have about the use of the new Front End on phased projects, re-bids or projects already out for bid with the assigned SAO project manager.

#### New Payment and Change Order Forms To Be Available at SAO Web Site

On May 15, 2003, the new Contractor payment request form, Associate payment request form and change order form will be published on the SAO Web site at: <http://www.gsd.das.ohio.gov/sao/saoforms.htm>. The forms were created in Microsoft Excel with calculations to make the payment and change order processes easier and faster for you and the State of Ohio. The new forms and form numbers are listed below:

DF 120 Associate Payment Request  
CF 120 Contractor Payment Request  
CF 130 Change Order

To obtain a highlight of the changes made to the forms, please see the PowerPoint presentations "SAO Finally Throws Out the Typewriter" and "The Buck Starts Here!" via the SAO Web site at: <http://www.gsd.ohio.gov/sao/sacollege2003.htm#powerpoint>. These presentations were given to approximately 200 Owners, Associates and Contractors throughout the state at our SAO College series of seminars in April.

All parties have the option of using the existing forms or incorporating the new forms until further notice.

#### Office of Energy Services to Join SAO

On July 1, 2003, the Office of Energy Services will become an integrated part of the State Architect's Office. This transfer of expertise from the Office of Procurement Services places certain engineering, energy auditing and contracting opportunities into SAO. In the next several weeks the two offices will finalize the details needed for a smooth and effective transfer.

We will publish more information about the transfer in a future publication. SAO looks forward to the new opportunity to provide more services to its customers.

## Ohio Register General Announcements

### New Announcements (June 2003)

#### Printed Copies of the May 2003 Front End Available

Printed copies of the May 2003 Standard Conditions of Contract for Construction (Front End) are available for \$15 each, which includes shipping and handling via standard mail only. Any overnight or other expedited requests are at the requester's expense. The Front End is available in bound (double-sided) format for reference or loose (single-sided) format for contract document printing

Owners requesting to revise the May 2003 Front End for locally administered projects may obtain a CD of the documents free of charge. Owners are only authorized to change the name of the department to their Owner name and are reminded that all other changes require the prior written approval of the Ohio Department of Administrative Services.

Requests can be made to Angela Carder at [angela.carder@das.state.oh.us](mailto:angela.carder@das.state.oh.us). Please include your mailing address, whether you are requesting a bound copy, loose copy or CD (Owners only) and the number of copies needed.

The electronic version of the May 2003 Front End can be found at: <http://www.ohio.gov/sao>.

#### Drug-Free Workplace Program Reminder

After July 1, 2003, all Bidders must be enrolled in a BWC or BWC-approved Drug-Free Workplace Program (DFWP) or the Bid will be rejected as not responsive.

Below is an outline of the DFWP references in the May 2003 Front End:

- Notice To Bidders, NB-2, also note the cross references to the Instructions To Bidders.
- Instructions To Bidders, IB-12, 2.7.3, indicating that after July 1, 2003, the Bidder is required to be enrolled in the program prior to submitting a bid, and Subcontractors enrolled prior to performing work on site.
- Instructions To Bidders, IB-27, 7.3.7, indicating that after January 1, 2003, the Bidder is required to be enrolled within 10 days of the bid date, and Subcontractors enrolled prior to performing work on site.
- Bid Form, BF-5, Bidder certifies that they are in compliance with IB 7.3.7 or IB 2.7.3, as applicable.
- Bid Form, BF-6, Bidder indicates whether or not they are enrolled in BWC DFWP, yes or no?

#### SAO College Fall Semester Set for Oct. 8

Mark your calendars for SAO College Fall Semester which will take place Wednesday, Oct. 8, at the Columbus Marriott Northwest in Dublin, Ohio.

Sponsored by the State Architect's Office (SAO), SAO College provides an excellent opportunity for attendees to learn more about the SAO process and the management of state projects.

The seminar covers topics such as plan reviews and permits, constructability reviews, scheduling, construction administration, the architect-engineer selection process, the Contractor bid award process, partnering, project close out, change orders, claims and liens. Other topics include the new May 2003 DAS Standard Conditions of Contract for Construction (Front End) and demonstrations of the newly automated Contractor and Associate payment request forms.

New courses also are being presented, including information about the EDGE program (Encouraging Diversity, Growth & Equity), Interior Design Services and Energy Services. Topics are presented by an SAO staff expert in conjunction with a specialist from the architectural, construction or legal community, or from a state agency, college or university.

More information about the seminar, including access to the online registration form, will be announced in the July issues of the Ohio Register and SAO e-news.

## New Payment and Change Order Forms Available at SAO Web Site

The new versions of the Contractor Payment Request form, Associate Payment Request form and Change Order form are now available on the SAO Web site at: <http://www.ohio.gov/sao> (click on "forms").

The new forms were created in Microsoft® Excel 2002. The forms have been designed to include calculations to make the payment and change order processes easier and faster for you and the State of Ohio. The new forms and form numbers are:

Associate Payment Request (DF 120)  
Contractor Payment Request (CF 120)  
Change Order (CF 130)

To view highlights of the changes in the new forms, please see the PowerPoint presentations "SAO Finally Throws Out the Typewriter" and "The Buck Starts Here!" via the SAO Web site at: <http://www.gsd.ohio.gov/sao/saocollege2003.htm#powerpoint>. These presentations were given to approximately 200 Owners, Associates and Contractors throughout the state at our SAO College series of seminars in April.

The new Payment Request forms may be used for all projects. The new Change Order form may be used only for projects that are awarded using the May 2003 Standard Conditions of Contract for Construction (i.e., the Front End).

## Ohio Register General Announcements

### New Announcements (July 2003)

#### Registrations Open for SAO College Fall Semester 2003

Sponsored by the State Architect's Office (SAO), SAO College Fall Semester provides an excellent opportunity for attendees to learn more about the SAO process and the management of state projects.

The seminar covers topics such as plan reviews and permits, the Architect-Engineer selection process, the Contractor bid award process, change orders, partnering and avoiding claims. Other topics include the May 2003 DAS Standard Conditions of Contract for Construction (Front End) and demonstrations of the Microsoft® Excel versions of the Associate, Construction Manager and Contractor payment request forms. A panel discussion will address bid information escrow and expanded CSI format changes.

New courses for this semester include information about the EDGE (Encouraging Diversity, Growth and Equity) program, interior design, energy conservation, local administration and project close-out procedures. Topics are presented by an SAO staff expert in conjunction with a specialist from the architectural, construction or legal community, or from a state agency, state college or state university.

#### Who Should Attend

Architects      Contractors      Project Managers  
Business Office Personnel      Engineers      State Agency Representatives  
Construction Managers      Legal Counselors      State College/University Representatives  
Consultants      Marketing Professionals      Subcontractors

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

#### Continuing Education Credits

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

- 6.5 learning units from the American Institute of Architects (AIA)\*
- 6.5 credits in business from the Ohio Construction Industry Examining Board (OCIEB)\*

\*Subject to AIA or OCIEB criteria. Note: Courses repeated from the spring 2003 semester of SAO College may not be applicable. All attendees will be mailed a certificate of attendance from the State Architect's Office following the seminar.

#### Agenda, Registration and Payments

Online registration and agendas may be obtained at: <http://www.ohio.gov/saoregistration>. The registration fee is \$175 per person (includes all seminar materials, breakfast, buffet lunch and refreshments).

While payment is accepted the day of the event, payment with registration is appreciated. Credit cards and cash are not accepted. Paid cancellations received before Oct. 2 will be refunded 100 percent; paid cancellations received after Oct. 2 will be refunded 50 percent. All non-paid cancellations after Oct. 2 and all no shows will be billed at 50 percent of the registration fee.

For more information, contact Angela Carder at 614.752.0448 or via e-mail at [angela.carder@das.state.oh.us](mailto:angela.carder@das.state.oh.us).

#### Components of Award-winning Office of Energy Services Merge with SAO

The Office of Energy Services has received numerous national awards for its programs. Recently, it received the 2003 Innovations Award from the National Association of State Facilities Administrators (NASFA) for outstanding achievements by a state agency to make government more efficient through new or existing programs. Previous national awards include the 2002 Governor's Award for Excellence in Energy Efficiency, the 1999 U.S. EPA's Green Lights Partner of the Year award for the best energy efficient lighting in the country, and the 1999 National Association of State Procurement Official's Cronin Club Gold Medal award for the most innovative procurement program in the country for the natural gas purchasing program.

On July 1, some of the primary performance components of the Office of Energy Services migrated to the State Architect's Office, resulting in the addition of Energy Specialists Tracy Willcoxon and Oscar Zanganeh, P.E., C.E.M., to the SAO staff. This realignment gives SAO clients clear access to certain engineering and energy design services as well as the Green Lights and Energy Star programs. The other components of the Office of

Energy Services -- energy procurement services, alternative fuels procurement services and the natural gas program -- will remain with the Office of State Procurement.

The Green Lights program is a voluntary, non-regulatory U.S. Environmental Protection Agency (EPA) program which promotes energy-efficient lighting in Ohio facilities. By reducing energy use, the program saves money for participating organizations and creates a cleaner environment.

The Energy Star Buildings program was designed to reduce the pollution caused by the energy required to run office buildings in the U.S. The pollution – 16 percent carbon dioxide, 12 percent nitrogen oxides and 22 percent of the sulfur dioxides released into the atmosphere – can be reduced when encouraged building Owners voluntarily implement profitable energy-efficient improvements in their buildings. The Energy Star Computers program, which includes the purchase of only energy-efficient computer equipment, is currently saving the state an estimated \$300,000 per year in avoided energy costs.

For more information about Energy Services, visit their Web site at: <http://www.ohio.gov/oes>. In addition SAO is offering a course about Energy Services titled "Honey, I Shrunk the Utility Bills!" at the SAO College Fall Semester series of seminars on Oct. 8.

#### SAO Adds New Project Manager

On June 30, Edward "Ned" Thiell joined the State Architect's Office as a project manager for the higher education team, which also includes the Department of Administrative Services projects, headed by Deputy State Architect Keith E. Wagenknecht, AIA.

Thiell is a registered architect with more than 20 years of experience in the design and construction industry. Recently he was a project manager for Moody Nolan Inc., in Columbus. He has significant experience in a wide range of projects, including working with public-funded schools and art museums. He brings a great amount of expertise in programming, design, contract negotiation and scheduling activities with both new construction and renovation projects.

#### Wright State Nutter Center Pavilion Project Update

Last month Wright State University advertised in the Ohio Register for professional design services for the \$2 million Nutter Center Pavilion project (E03-117). Circumstances now dictate that Wright State University will not be making a selection for a design professional on this project. For more information about this project, please contact Dan Papay of Wright State University at [daniel.papay@wright.edu](mailto:daniel.papay@wright.edu).

## Ohio Register General Announcements

### New Announcements (August 2003)

#### SAO Adds Additional Project Managers to its Staff

Nick Cassidy, AIA, and Robert Simkins joined the State Architect's Office on July 14 as project managers for the state agencies team (Team C) headed by Deputy State Architect Thomas R. Poulton, AIA.

Cassidy is a registered architect with more than 16 years of experience in the design and construction industry. While most of his career has been with private firms, he began his early professional experience with the State Architect's Office in 1987. Cassidy has significant project management experience in a wide range of projects, including lab renovations, sports facilities and other types of public improvements. Cassidy is a graduate of The Ohio State University with a bachelor's degree in architecture and is a member of the American Institute of Architects.

Simkins is a registered architect and has more than 28 years of experience in the design and construction industry. He has spent the past 17 years as a staff architect for the Ohio Department of Mental Retardation and Developmental Disabilities. Simkins has extensive experience in design and construction administration of public-owned institutional buildings. Simkins is a 1972 graduate of Carnegie-Mellon University with a bachelor's degree in architecture. He also received his Master of Business Administration degree from The Ohio State University in 1986.

#### Registration Underway for SAO College Fall Semester

Those interested in doing business with the State Architect's Office (SAO) are encouraged to attend SAO College Fall Semester on Oct. 8 at the Columbus Marriott Northwest in Dublin.

The SAO College series of seminars, held twice a year, provides an excellent opportunity for attendees to learn more about the SAO processes and the management of state construction projects.

The seminar covers topics such as plan reviews and permits, the architect-engineer selection process, the contractor bid award process, change orders, partnering and avoiding claims. Other topics include the May 2003 DAS Standard Conditions of Contract for Construction (also known as the "Front End") and demonstrations of the Microsoft® Excel versions of the associate, construction manager and contractor payment request forms. A panel discussion will address bid information escrow and expanded Construction Specifications Institute format changes.

New courses for this semester include information about the EDGE (Encouraging Diversity, Growth and Equity) program, project close-out procedures, interior design, energy conservation and local administration. Topics are presented by an SAO staff expert in conjunction with a specialist from the architectural, construction or legal community, or from a state agency, state college or state university.

The seminar agenda and online registration can be found at: [www.ohio.gov/saoregistration](http://www.ohio.gov/saoregistration). The registration fee is \$175 per person.

Funding sources for state employees interested in attending the seminar include the Workforce Development program for eligible members of the Ohio Civil Service Employees Association and the Exempt Professional Development Program for eligible exempt employees.

For more information about SAO College, contact Angela Carder at 614.752.0448 or via e-mail at [angela.carder@das.state.oh.us](mailto:angela.carder@das.state.oh.us).

#### New Subcontractor & Material Supplier Declaration Form Available

All parties with state construction contracts issued under the new May 2003 Front End are required to use the new Subcontractor & Material Supplier Declaration which replaces SAO Input Forms 26 and 27. To download the new form, go to: <http://www.gsd.das.ohio.gov/sao/saofrms.htm>.

Note: SAO is in the process of revising many of our forms. Please check the Web site periodically for any updates.

All previous Ohio Register Announcements Archived

All Ohio Register announcements older than the current publication date have been archived. To access the Ohio Register archive go to: <http://www.gsd.das.ohio.gov/sao/Register/Archivefiles.pdf>.

## Ohio Register General Announcements

### New Announcements (September 2003)

(To access archived announcements go to: <http://www.gsd.das.ohio.gov/sao/register/archivefiles.pdf>.)

### EDGE Program to be Defined at SAO College Fall Semester

"A New Way to Score Points," the seminar topic for the new EDGE (Encouraging Diversity, Growth and Equity) program, is just one of several new topics planned for SAO College Fall Semester on Oct. 8 at the Columbus Marriott Northwest in Dublin. During this session, conducted by State Architect Roger B. Booker, AIA, registrants will learn about the EDGE application and certification process and scoring opportunities for EDGE program participants.

The SAO College series of seminars, held twice a year, provides an excellent opportunity for attendees to learn more about the SAO processes and the management of state construction projects.

Below is a complete list of the topics planned for SAO College Fall Semester:

- "A New Way to Score Points" – EDGE Program (New)
- "Honey, I Shrunk the Utility Bills" – Ways to Conserve Energy at Ohio Facilities (New)
- "Designing Spaces" – Interior Design Services (New)
- "SAO Finally Throws Out the Typewriter" – New Associate, CM and Contractor Payment Forms
- "Are We Done Yet?" – Responsibilities and Procedures to Closeout a Project (New)
- "Making the Cut" – Avoiding Common Mistakes on Associate Proposal Submittals
- "Making It On Your Own" – Local Administration for Beginners (New)
- "Money Is Not Everything" – Contractor Bid Evaluation Process/RBI Form/Responsibility Policy
- "Panel Discussion" – Bid Information Escrow/Expanded CSI Format Changes (New)
- "Three Ways to Make Easy Money" – Project Partnering/Claims/ADR
- "Stay Out of Trouble: Building Codes and Permits" – New Policies & the State Permit Process
- "It's What's Up Front That Counts" – New Standard Conditions of Contract for Construction

Continuing education credits will be offered from the American Institute of Architects (AIA)\* and the Ohio Construction Industry Examining Board (OCIEB)\*.

\*Subject to AIA or OCIEB criteria. Note: Courses repeated from the spring 2003 semester of SAO College may not be applicable. All attendees will be mailed a certificate of attendance from the State Architect's Office following the seminar.

Funding sources for state employees interested in attending the seminar include the Workforce Development program for eligible members of the Ohio Civil Service Employees Association and the Exempt Professional Development Program for eligible exempt employees.

The seminar agenda and online registration can be found at: [www.ohio.gov/saoregistration](http://www.ohio.gov/saoregistration). The registration fee is \$175 per person. The deadline for registrations is Oct. 2. For more information about SAO College, contact Angela Carder at 614.752.0448 or via e-mail at [angela.carder@das.state.oh.us](mailto:angela.carder@das.state.oh.us).

### Update on New Payment Forms and Change Order Form

In May, the State Architect's Office unveiled the new Microsoft Excel® versions of the Contractor payment request, Associate payment request and change order forms.

During the last three months, we have made corrections to the forms based on your feedback. If you are currently using any of these forms, please download a new version at: <http://www.gsd.das.ohio.gov/sao/saofrms.htm>.  
Note: Please check the Web site periodically for any future updates.

For more information on how to use the new forms, we suggest you register now to attend "SAO Finally Throws Out the Typewriter" at SAO College Fall Semester at the Columbus Marriott Northwest in Dublin on Oct. 8, 2003. To register for the seminar or download a complete seminar brochure go to: <http://www.ohio.gov/saoregistration>. The registration deadline is Oct. 2.

More New Forms Available at SAO Web Site

The State Architect's Office is in the process of updating all of our forms. The following new SAO forms are now available at: <http://www.gsd.das.ohio.gov/sao/saoforms.htm>.

Note: The older versions of these forms are no longer available and should not be used. Additional new forms will be added to the SAO Web site periodically.

Certification of Contract Completion  
Certification of Equipment Demonstration  
Certification of Warranty Commencement  
Certified Payroll Report  
Equal Employment Opportunity Requirements  
Notice of Commencement of Public Improvement  
Payment Release Affidavit  
Request for Information

#### New Project Profiles Highlighted on SAO Web Site

The SAO project profiles Web page now highlights approximately 40 SAO-administered construction projects throughout the state. Below is a list of recent additions to the Web page:

Kent State University – Kent Hall Renovation and Expansion (construction 30 percent complete)  
Medical College of Ohio – Mercy Center for Creative Education (construction completed 2003)  
Ohio University – Bentley Hall Addition and Renovation (construction 98 percent complete)  
Ohio University – Life Sciences Research Facilities (construction completed 2002)

Many thanks again to those who have helped contribute to the development of this Web site by providing photographs. Since the Web development project is ongoing, we will continue to accept good quality photos of SAO-administered projects. Photos of completed projects are the most desired; however, we will use photos from any stage of the project. Digital formats are preferred, but prints are welcome and will be scanned and mailed back to the originator if requested.

SAO is not offering payment for the use of these photos but will give credit to the owner of the photograph and/or the representing firm. A photo release form is requested for each photo submitted. A photo release form can be obtained at: <http://www.gsd.das.ohio.gov/sao/saoforms.htm>.

If you would like to submit your photos, please e-mail Angela Carder at [angela.carder@das.state.oh.us](mailto:angela.carder@das.state.oh.us) or phone her at 614.752.0448.

## Ohio Register General Announcements

### New Announcements (October 2003)

(To access archived announcements go to: <http://www.gsd.das.ohio.gov/sao/register/archivefiles.pdf>.)

### Last Chance to Register for SAO College Fall Semester

Registrations will be taken until Thursday, Oct. 2 for SAO College Fall Semester, which will be held at the Columbus Marriott Northwest in Dublin on Wednesday, Oct. 8.

The SAO College series of seminars, held twice a year, provides an excellent opportunity for attendees to learn more about the SAO processes and the management of state construction projects.

Below is a complete list of the topics planned for SAO College Fall Semester:

- "A New Way to Score Points" – EDGE Program (New)
- "Honey, I Shrunk the Utility Bills" – Ways to Conserve Energy at Ohio Facilities (New)
- "Designing Spaces" – Interior Design Services (New)
- "SAO Finally Throws Out the Typewriter" – New Associate, CM and Contractor Payment Forms (Expanded)
- "Are We Done Yet?" – Responsibilities and Procedures to Closeout a Project (New)
- "Making the Cut" – Avoiding Common Mistakes on Associate Proposal Submittals (Expanded)
- "Making It On Your Own" – Local Administration for Beginners (New)
- "Money Is Not Everything" – Contractor Bid Evaluation Process/RBI Form/Responsibility Policy
- "Panel Discussion" – Bid Information Escrow/Expanded CSI Format Changes (New)
- "Three Ways to Make Easy Money" – Project Partnering/Claims/ADR
- "Stay Out of Trouble: Building Codes and Permits" – New Policies & the State Permit Process
- "It's What's Up Front That Counts" – New Standard Conditions of Contract for Construction (Expanded)

Continuing education credits will be offered from the American Institute of Architects (AIA) and the Ohio Construction Industry Examination Board (OCIEB). Note: Subject to AIA or OCIEB criteria. Courses repeated from the spring 2003 semester of SAO College may not be applicable. All attendees will be mailed a certificate of attendance from the State Architect's Office following the seminar.

Funding sources for state employees interested in attending the seminar include the Workforce Development program for eligible members of the Ohio Civil Service Employees Association and the Exempt Professional Development Program for eligible exempt employees.

The seminar agenda and online registration can be found at: [www.ohio.gov/saoregistration](http://www.ohio.gov/saoregistration). The registration fee is \$175 per person. For more information about SAO College, contact Angela Carder at 614.752.0448 or via e-mail at [angela.carder@das.state.oh.us](mailto:angela.carder@das.state.oh.us).

### Ohio Dept. of MR/DD Project Update

Last month the Ohio Dept. of MR/DD advertised in the Ohio Register for professional design services for the \$128,270 Generator Control Wiring project for the Northwest Developmental Center (590-2003-071). Circumstances now dictate that the Ohio Dept. of MR/DD will not be making a selection for a design professional on this project. For more information about this project, please contact Robert Arey at 614.466.3660 or via e-mail at [robert.arey@dmr.state.oh.us](mailto:robert.arey@dmr.state.oh.us).

## Ohio Register General Announcements

### New Announcements (November 2003)

(To access archived announcements go to: <http://www.gsd.das.ohio.gov/sao/register/archivefiles.pdf>.)

### Another Successful SAO College!

Nearly 140 Associates, Contractors, Construction Managers and Owners attended the SAO College Fall Semester series of seminars in Columbus on Oct. 8 at the Columbus Marriott Northwest.

Many participants were pleased with the content and presentation of the seminar topics, which included information about the new EDGE (Encouraging Diversity, Growth and Equity) program and the new Contractor, Associate and Construction Manager payment forms. Also presented were topics on Associate selection, project closeout, permits and building codes, energy conservation, interior design and local administration. A panel discussion during lunch addressed the new bid information escrow process and expanded CSI (Construction Specifications Institute) format changes. Participants also gave suggestions on future topic ideas and presentation techniques.

Below are a few of the comments from some satisfied attendants:

"Overall, a good introduction to complex topics. Speakers could answer questions on any level. I have a good grip on what to study in greater depth. Bruce Curtis did an excellent job." – Doty & Miller Architects

"My first time at SAO College. Excellent program, info and staff." – Dick Corporation

"As an Associate new to working with DAS, I found SAO College very helpful. Looking forward to next session." – Burt Hill Kosar Rittelman Associates

"Overall an excellent program. I will be looking forward to next year." – Regency Construction Services, Inc.

SAO would like to thank the following co-presenters and panel members who were instrumental in making SAO College Fall Semester a success:

William C. Becker, Attorney General's Office

Gene Belew, Dynalectric (retired)

Lane Beougher, AIA, CCS, Braun & Steidl Architects

Dave Calhoun, Ohio Dept. of Rehabilitation and Correction

Douglas Heesten, CFRE, Cincinnati State Technical and Community College

Mark Hutchison, Ohio Dept. of Administrative Services, Office of Procurement Services

Stephen Middleton, The Ohio State University

John Sommer, Ohio Dept. of Mental Retardation and Developmental Disabilities

Jeffrey S. Tyler, Ohio Dept. of Commerce, Division of Industrial Compliance

Robert L. Vail, VN Services

Jeff Westhoven, Ohio Dept. of Administrative Services, Office of Procurement Services

SAO College Spring Semester 2004 is scheduled for April 2004 in Columbus, Cincinnati and Cleveland. For updates, check the new announcements section of the Ohio Register or e-mail Angela Carder at [angela.carder@das.state.oh.us](mailto:angela.carder@das.state.oh.us) to sign up for SAO e-news, a free monthly e-mail newsletter from the State Architect's Office.

### Subscriptions for Printed Copies of the Ohio Register Discontinued

The Ohio Register will continue to be available for free online; however, beginning Jan. 1, the State Architect's Office will no longer sell annual subscriptions for printed copies. The Ohio Register is available online for free at <http://www.gsd.das.ohio.gov/sao/orb.html> on the first weekday of every month.

By request, individual printed copies of the Ohio Register can be purchased for \$40 each, which covers the cost of production and shipping and handling sent via standard mail. Additional costs for any overnight or other shipping requests will be billed to the requester.

Requests for individual printed copies can be made to Angela Carder at [angela.carder@das.state.oh.us](mailto:angela.carder@das.state.oh.us). Please include your mailing address and the number of copies needed.

## Ohio Register General Announcements

### New Announcements (December 2003)

(To access archived announcements go to: <http://www.gsd.das.ohio.gov/sao/register/archivefiles.pdf>.)

### Links to Frequently Requested Web Site Addresses

The State Architect's Office frequently refers customers to other Web sites for answers to commonly asked questions related to doing business with the SAO. Below is a list of some of those Web addresses.

Anderson's Online Docs (Ohio Administrative Code, Ohio Revised Code, etc.):

<http://onlinedocs.andersonpublishing.com>

Equal Employment Opportunity (EDGE Certification):

<http://www.das.ohio.gov/Eod/Edge/Index.htm>

Federal Government (U.S. Government's Official Web Portal):

<http://www.firstgov.gov/>

House Bill 675 of the 124th General Assembly, as Enacted (Capital Appropriations Bill FY03-04):

<http://www.lbo.ohio.gov/fiscal/budget/capitalbudget/AsEnacted/default.cfm>

Ohio Board of Examiners of Architects (architect registrations, licenses, etc.):

<http://www.ohio.gov/arc/>

Ohio Board of Regents (capital planning):

<http://www.regents.ohio.gov/capital/>

Ohio Bureau of Workers' Compensation (Drug-Free Workplace Program enrollment database):

<https://www.ohiobwc.com/employer/services/StateContract/nlbwc/StateContract1.asp>

Ohio Dept. of Commerce (Board of Building Standards):

<http://www.com.ohio.gov/dic/dicbbs.htm>

Ohio Dept. of Commerce (Industrial Compliance):

<http://www.com.ohio.gov/dic/default.htm>

Ohio Dept. of Commerce (Wage and Hour Bureau):

<http://198.234.41.198/w3/webwh.nsf?Opendatabase>

Ohio Office of Procurement Services (State Purchasing, etc.):

<http://www.ohio.gov/procure>

State of Ohio Construction Bid Database (current construction bids):

<http://www.gsd.das.ohio.gov/Constructionbids/>

State and Local Government Links (directory of official state, city and local Web sites):

<http://www.statelocalgov.net/state-oh.htm>

For more links to Web sites of interest go to the State Architect's Office site map at:

<http://www.gsd.das.ohio.gov/sao/sitemap.htm>

### Ribbon Cutting Ceremony Held for Georgetown Veterans Home

On Nov. 15, the new \$13.5 million Southern Ohio Veterans Home opened in Georgetown. It is the first new nursing facility for veterans constructed in Ohio since 1880. The home, sited on 35 acres of land, was designed by DSI Architects of Columbus. It encompasses 99,235 square feet excluding the porch areas. There are 168 beds in the facility, including one unit dedicated to Alzheimer residents. Governor Bob Taft, as well as many other dignitaries and community members, was in attendance at the ribbon cutting ceremony. For more information, go to: <http://www.ohio.gov/ovh/sovh.asp>.

### State Will Review the New SF 330 Form

To date, the new Federal SF 330 form, proposed to replace Standard Forms ADM-0254 and ADM-0255, has not been released. Many articles have been written about the proposed form since a draft of it was released in October 2001 and several software companies are already marketing SF 330 software. According to the US Army Corps of Engineers, the new form is scheduled for publication this month; however, the SF 330 will not be used by the federal government until approximately six months after the publication of the finalized version of the form.

Until further notice, please continue to use and submit the ADM-0254 and ADM-0255 forms as you have in the past. Please check future issues of the Ohio Register and SAO e-news for updates. The State Architect's Office plans to review the new federal form after it is officially published.

To sign up to receive the free e-mail newsletter of the State Architect's Office, SAO e-news, contact Angela Carder at [angela.carder@das.state.oh.us](mailto:angela.carder@das.state.oh.us).