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SAO e-news  
Office of the State Architect / Columbus, Ohio February 2004

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1. Registrations Open for SAO College Spring Semester 2004 SAO College Spring Semester 2004 sessions are slated for April 8 at Cleveland State University, April 20 at the Sharonville Convention Center in Northern Cincinnati and April 28 at the Columbus Marriott Northwest in Dublin.

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 updates to the new EDGE (Encouraging Diversity, Growth and Equity) program, CSI MasterFormat 04, Sustainable Design and the LEED (Leadership in Energy & Environmental Design) program. Attendees will learn how to prepare the ADM-0255 form, properly invoice for professional services and construction contracts, issue change orders and close out projects. Other topics include building codes and permits, partnering and interior design. A panel discussion will focus on the use of shared construction schedule Consultant 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, 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 Spring Semester may be awarded up to 6.5 learning units from the American Institute of Architects, the Ohio Construction Industry Examination Board or the Society for Marketing Professional Services.

For more information about SAO College, go to: <http://www.gsd.das.state.oh.us/sao/saoregistration.htm> or contact Angela Carder at [angela.carder@das.state.oh.us](mailto:angela.carder@das.state.oh.us).

2. ORC 9.24 – Auditor of State Unresolved Findings for Recovery Effective Jan. 1, 2004, Ohio Revised Code (ORC) 9.24 prohibits the State of Ohio from awarding a contract to any individual or organization against whom the Auditor of State has issued a findings for recovery if the findings for recovery is unresolved at the time of award of contract. To access the Auditor of State Unresolved Findings for Recovery database go to: <http://www.auditor.state.oh.us>.

For more information about how this new statute requirement pertains to Associates, Construction Managers, Consultants, Contractors and Owners, visit the SAO Web site at: <http://www.gsd.das.state.oh.us/sao/auditorfindings.htm>.

3. Departmental Special Conditions -- January 2004 SAO has issued Departmental Special Conditions dated January 2004 for its Standard Conditions of Contract for Construction (Front End). The Special Conditions addresses the new Ohio Revised Code 9.24 Auditor of State Unresolved Findings for Recovery statute requirement as well as other changes to the Front End.

The Department requires that its Special Conditions be included in all future Contract Documents issued for bidding until further notice. For projects already out for bid, the Department requires that the Associate issue the Departmental Special Conditions via Addendum.

To access the Lead Contractor Project Special Conditions dated January 2004, go to:  
<http://www.gsd.das.state.oh.us/sao/FrontEnd/Lead/scjan2004.doc>.

To access the Construction Manager Project Special Conditions dated January 2004, go to:  
[http://www.gsd.das.state.oh.us/sao/Forms/FrontEnd/cm/specialconditionsCM\\_1-04.doc](http://www.gsd.das.state.oh.us/sao/Forms/FrontEnd/cm/specialconditionsCM_1-04.doc).

To access the Front End in its entirety, go to: <http://www.gsd.das.state.oh.us/sao/frontend.htm>.

4. New Construction Manager Payment Request Form The State Architect's Office is pleased to announce its new Construction Manager payment request form. The new document, in a Microsoft Excel format, is available on the SAO Web site at: <http://www.das.ohio.gov/gsd/sao/sao.html> (click on "forms").

Similar to the Associate payment request form, the new Construction Manager payment request form has been designed to include calculations to make the payment and change order processes easier and faster for SAO's customers.

Any questions about the new form should be directed to Angela Carder at [angela.carder@das.state.oh.us](mailto:angela.carder@das.state.oh.us).

5. Capital Budget Planning Tools Available Budget planning for a building construction project can be a difficult process. Anyone preparing a budget for facility construction, whether it is for new construction or a remodeling project, may use the capital budget planning electronic worksheet, which is available at no cost on the State Architect's Office (SAO) Web site at <http://www.das.ohio.gov/gsd/sao/sao.html>.

In addition, the SAO is available to assist state agencies, state colleges and universities, and boards and commissions in preparing their capital budgets. Initial consultations and limited budget preparation assistance is available at no cost.

For additional information, please contact a deputy state architect at 614.466.4761 or by e-mail [StateArchOff@das.state.oh.us](mailto:StateArchOff@das.state.oh.us).

6. Link to the February 2004 Ohio Register The February 2004 Ohio Register has been posted to the Internet and can be viewed and printed at: <http://www.gsd.das.ohio.gov/sao/orb.html>.

To subscribe, unsubscribe or change your e-mail subscription address, please notify Angela Carder at [angela.carder@das.state.oh.us](mailto:angela.carder@das.state.oh.us) or call 614.752.0448.

Ohio Department of Administrative Services Bob Taft, Governor Scott Johnson, Director Greg Jackson, Ohio Chief Information Officer Nikki Guilford, Assistant Director

General Services Division

Richard M. Hickman, Deputy Director

Roger B. Booker, AIA, State Architect, Office of the State Architect Angela Carder, Editor, Office of the State Architect 4200 Surface Road Columbus, Ohio 43228-1395

v: 614.466.4761; f: 614.644.7982

e: [angela.carder@das.state.oh.us](mailto:angela.carder@das.state.oh.us)

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