

SAO eNews  
Office of the State Architect / Columbus, Ohio May 2005

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1. "The SAO Manual" - 2005 Edition

SAO recently published "The SAO Manual – A Management Guide for Ohio Capital Improvements." It replaces the "Design and Construction Handbook for Design Professionals, Construction Managers, Owners" dated July 1994. The new document is available for no cost as a download from the SAO Web site, [www.ohio.gov/sao](http://www.ohio.gov/sao).

The new document is formatted somewhat differently than the previous version, but its intent is quite similar: to foster consistency of practice and process in all state-funded capital improvement projects. The initial posting of "The SAO Manual" is a PDF document, but SAO will soon issue the manual as an interactive Web-based document.

This first publication is not complete; some of the Web links are not active, many exhibits are not included, and there are components that have not yet been written. Subsequent editions will correct those issues. Over the next several weeks, SAO will periodically post unannounced updates and additions.

2. Architect/Engineer Agreement Updated

SAO has modified the standard agreement for use in all new contracts with architects and engineers. The highlights include:

a) A modification indicating that the architect or engineer of record shall migrate information from addenda into the contract documents during the bidding period and before printing and distribution of contract documents to the successful construction contractors. The documents, referred to as "conformed contract documents," are defined in the introduction of "The SAO Manual" and also are discussed in Section C of the Special Conditions dated January 2005.

b) Language was inserted confirming that construction phase quality control testing and code-required special inspection testing, identified in the Contract Documents, be provided by appropriate professional consultants under contract to the Associate rather than being provided by the Contractor. This requirement does not relieve the Contractor from its obligation to provide the installation according to the contract requirements.

3. Reminder of Drug-Free Workplace Program

Contractors and subcontractors who perform labor on the construction sites of state-funded capital projects must be enrolled and in good standing in a Drug-Free Workplace Program approved by the Ohio Bureau of Workers' Compensation. Any state entity that uses the DAS construction contracting models must confirm that the successful contractors for its projects were enrolled in such a program prior to submitting their bid(s). Successful bidders must agree, as a condition of the contract, to require the same of its subcontractors who perform labor on the project site. For more information, see the most recent edition of the Standard Conditions of Contract for Construction and its associated Special Conditions dated January 2005.

4. Bid Document Deposit Fee Changing to Bid Document Purchase Cost

Effective June 1, bid documents for projects that use the DAS construction contracting models will be sold to interested parties upon payment of a non-refundable fee. As in the past, the Associate will establish the amount

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Inside this issue:

1. Special Conditions issued
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1. Special Conditions issued

The Department Administrative Services, State Architect's Office ("SAO"), has issued Special Conditions that are effective May 15, 2005. The primary purpose of the new document is to update the Standard Conditions regarding the elimination of bid document deposits and refunds, and the subsequent creation of bid document purchasing. The document amends and becomes a part of the State of Ohio Standard Conditions of Contract for Construction, Lead Contractor Project ("Standard Conditions") version, dated March 2003. The new Special Conditions package incorporates the previously issued Special Conditions dated January 2004, August 2004, and January 2005. The new Special Conditions is available at no cost from the SAO Web site: [www.ohio.gov/sao](http://www.ohio.gov/sao).

All projects with an initial advertising in June 2005 for bid openings that month or later must incorporate the new Special Conditions and implement the requirements in the new document. All construction contracts issued by contracting authorities that are required to use the contracting models established by the Department of Administrative Services shall incorporate these Special Conditions. Some existing projects require addenda to accomplish the requirement.

SAO will post updated instructions to Associates regarding this and other topics in the near future. We request and recommend that all architects, engineers, and other interested design professionals check the SAO website on a frequent basis for related updates to this and other topics.

2. Link to the May 2005 Ohio Register

The May 2005 Ohio Register has been posted to the Internet and can be viewed and printed at: [www.gsd.das.ohio.gov/sao/orb.html](http://www.gsd.das.ohio.gov/sao/orb.html).

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of the fee and indicate the amount in the advertisement. The fee will cover the actual cost of printing and reasonable handling and shipping. Document holders of record will be issued one copy of addenda, at no additional cost, for each set of purchased documents. Upon purchase, the bid documents become the property of the purchaser. Plan rooms approved by the State Architect's Office will continue to receive documents at no cost, similar to current practice.

5. State Architect's Office to Hire Executive Assistant

The State Architect's Office is seeking a full-time permanent executive assistant (Administrative Assistant 2 – PCN 11002.0) to provide a high level of expertise in administrative support to the State Architect and units of the State Architect's Office. This position will be posted this month to the State of Ohio Job Search Web site at [www.statejobs.ohio.gov/applicant/index.asp](http://www.statejobs.ohio.gov/applicant/index.asp).

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Inside this issue:

1. Instructions Sheets Issued
  2. Link to the May 2005 Ohio Register
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1. Instructions Sheets Issued

The Special Conditions dated May 2005 changes the distribution of the Bidding Documents to require the purchase of bid documents rather than a refundable deposit. To accommodate the purchase of bid documents, Associates shall modify page IS-7, Paragraph F of the Instructions [to Associates] Sheets to read:

"A prospective Bidder may purchase the Bidding Documents at the locations indicated in the NOTICE TO BIDDERS.

The Associate shall furnish an electronic and a printed set of the Bidding Documents, without charge, to Dodge Scan (F. W. Dodge), Builder's Exchanges, Construction Bulletin, the Office of the State Architect and other appropriate plan rooms for review by Bidders.

The Associate, with the cooperation of the printing company(ies), shall maintain a Plan Holder List that indicates prospective Bidders, listed by trade, that receive Bidding Documents.

The Associate shall provide the Contractor(s) the number of the Contract Documents as required in the Instructions to Bidders, Paragraph IB 2.10. The Associate shall distribute copies with all addenda incorporated within the Contract Documents."

The two significant changes in procedure are the requirement that Contractors purchase Bidding Documents and that the Associate does not reissue documents returned from the Bidders and Contractors but rather issues documents that include all Addenda incorporated. Use of the conformed documents does not relieve the Contractor nor the Associate from the responsibilities of the original intent of the Addenda issued during the Bidding and Award Phase. Early in the Construction Phase, the Associate and the Contractor shall each review the conformed documents to identify and resolve all questions or concerns about the Addenda information incorporated into the conformed documents.

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