

SAO eNews
State Architect's Office / Columbus, Ohio
March 5, 2007

Inside this issue:

1. Capital Improvements Management System update
2. SAO construction documents now available online
3. Staff updates
4. Feedback request: SF 330 Form
5. Feedback request: SAO eNews format
6. SAO College 2007 update
7. CSI Design Columbus 2007 slated for March 29
8. SAO to participate in the Ohio's Business Matchmaker event
9. SAO consultant list reminders
10. March Ohio Register

1. Capital Improvements Management System update

The State of Ohio Office of Information Technology has awarded a contract on behalf of the State Architect's Office for a Capital Improvements Management System (CIMS), which will replace SAO's current software system and interface with OAKS (Ohio Administrative Knowledge System). The state awarded the CIMS contract to Skire, Inc. on Feb. 23 after releasing an RFP (Request for Proposal) in September 2006.

CIMS is a Web-based project management system that will be available to all state agencies and state supported colleges and universities as well as SAO. It is estimated that, when implemented in mid-2008, this system will save the state approximately \$2.4 million annually. The CIMS project team is meeting with potential state agency and state college or university partners to assist with the implementation of CIMS. They met with representatives from The Ohio State University last week and plan to meet with the representatives from the Ohio Department of Mental Health this week. SAO is planning meetings with other potential partners in the near future. Any state agency or state college/university representative interested in being involved with the CIMS project is asked to contact SAO Fiscal Officer Fred Holcomb at 614.466.0830 or fred.holcomb@das.state.oh.us.

2. SAO construction documents now available online

SAO is pleased to announce that we are now distributing PDF (Portable Document Format) bid documents for SAO-administered projects through our FTP (File Transfer Protocol) server. Prospective bidders may access the documents directly via the SAO Public Bid Construction Web site at www.das.ohio.gov/saobids. First, click on "Construction Bidding," then "SAO Public Bid Advertisements." Next, scroll down to the desired project and click on the "download" icon for that project, which directs users to the project folder on the FTP site containing the bid documents. The "Instructions for Downloading Bid Documents" link also is located on the SAO Public Bid Advertisement Web page for anyone needing more detailed instructions for accessing the FTP site.

The PDF documents may be viewed with numerous software packages, which offer varying levels of functionality, including the ability to perform linear measurements and calculate areas onscreen. We have provided a link to one of these PDF takeoff tools on the SAO Public Bid Construction Web site as a free download.

Prospective bidders wishing to be listed as a planholder and receive e-mail notices when addenda are posted, are strongly encouraged to e-mail their contact information to the Associate identified in the Notice to Bidders for each project. Otherwise, please check the SAO FTP site periodically during the bidding period for addenda.

3. Staff Updates

SAO would like to announce a few staff changes within the Ohio Department of Administrative Services. Thomas R. Poulton, AIA, is now the acting state architect for the State Architect's Office, replacing Roger Booker. Tom has served the State Architect's Office since 1982, most recently as a deputy state architect, and previously served as Acting State Architect for a four-month period in 1989. He received his bachelor's degree in architecture from the Ohio State University in 1971.

Hugh Quill, former Montgomery County Treasurer, is the new director of the Ohio Department of Administrative Services. Rick Hickman, former executive director for the Ohio School Facilities Commission and deputy director for the General Services Division, is the new assistant director for the Ohio Department of Administrative Services. Jeff Westhoven was re-appointed deputy director of the General Services Division, which includes SAO.

4. Feedback request: SF330 Form

SAO would like the design industry's input on whether SAO should consider adopting the federal Standard Form 330 to replace the current ADM-0254 and ADM-0255 forms. If you are tired of managing multiple sets of documents or are reluctant to change, we want to hear from you.

This question stems from a 2004 Federal Register announcement that the federal government was releasing Standard Form 330 (SF 330) to replace the federal SF 254 and SF 255 forms. The state currently requires modified versions of the federal SF 254 and SF 255 forms (referred to as the state's ADM-0254 and ADM-0255 forms). These forms are required for professional design submissions of qualifications for state construction projects advertised in the Ohio Register.

At the time the federal government released the new consolidated form the State Architect's Office reviewed it and did not elect to adopt it for State of Ohio use.

To download and review a copy of the new SF 330 form, go to: <http://www.acqnet.gov/far/index.html> and click on "GSA Forms Library" then search for the SF 330 form. It is available in various formats, including Accessible FormNet, which is a free software download allowing users to view, fill, print and save the form.

Please send your feedback to SAO Communications Specialist Angie Carder at angie.carder@das.state.oh.us by March 30. Thank you!

5. Feedback request: SAO eNews format

SAO would like the industry's feedback again regarding the preferred format of SAO eNews – text-only format or a more graphics format.

SAO first conducted a survey of its subscribers for feedback regarding the format of SAO eNews after the first issue of the newsletter in October 2001. It was determined that most users preferred the text-only format.

We believe it is time to survey everyone again. Please reply to this e-mail or send an e-mail to Angie Carder at angie.carder@das.state.oh.us and put your vote in the subject line: "Keep as Is" or "Make It Better." Please add comments if you'd like. Thank you!

6. SAO College 2007 courses being repeated

SAO held its annual SAO College series of seminars on Feb. 12 and 13 at the Hyatt Regency in downtown Columbus in conjunction with the Ohio Construction Conference, sponsored by the Builder's Exchange of Central Ohio.

Despite severe weather conditions, SAO was pleased with the turnout again this year. However, the Builder's Exchange and SAO found it necessary to cancel the final two classes on the afternoon of Feb. 13 due to the increasingly severe weather conditions. The classes "Insider Secrets to Successful Code Compliance" and "Growing Your Business with the EDGE Program" will be rescheduled at a later date. In addition, SAO will offer the class "Pay Me Now, or Pay Me Later – SAO's Electronic Forms" again for those who could not attend and anyone else interested. SAO will announce the new dates for these classes in a future issue of SAO eNews.

7. CSI Design Columbus 2007 slated for March 29

The Columbus Chapter of the Construction Specifications Institute (CSI) will hold the 2007 Design Columbus event on March 29 at Columbus State Community College in the Center for Workforce Development building on Cleveland Avenue.

Design Columbus is an annual event that offers members of the commercial design and construction community the opportunity to view the latest products and technologies as well as learn from industry-leading speakers at no

cost. In addition, two education sessions "Building Information Modeling, Integrated Practice and Specification Management" and "Proposing Success: Tips for Navigating through the Murky Proposal and Interview Process" will be held offering design professionals with the opportunity to earn learning units from the American Institute of Architects.

For more information, as well as to download a map and free parking pass, visit CSI's Web site, www.CSIColumbus.org.

8. SAO to participate in Ohio's Business Matchmaker event

SAO plans to participate in the Ohio's Business Matchmaker 2007 on April 4 at the Hope Hotel and Conference Center at the Wright-Patterson Air Force Base. Matchmaker 2007 is an event where small businesses, including veteran-, minority- and women-owned businesses, and government buyers of goods and services come together.

SAO representatives will be on hand throughout the day for one-on-one meetings with small businesses. Other participants are from city, state, county and federal agencies as well as prime contractors and other organizations with combined purchasing budgets representing hundreds of millions of dollars worth of opportunities.

9. SAO consultant list reminders

The March 2007 issue of the Ohio Register includes a Request for Qualifications (RFQ) for the new SAO consultant list which will begin July 1, 2007, and end June 30, 2009.

The current consultant list expires June 30. (Please note: There originally was an error posted in the Ohio Register on March 1 that indicated the expiration date as June 30, 2009. We apologize for any confusion this error may have caused.) The Ohio Register is available via the SAO Web site at www.ohio.gov/sao (click on Ohio Register).

All firms interested in being included on the 2007-2009 SAO Consultant List must apply or re-apply by March 30,, whether or not the firm is already included on the current list.

In addition, please indicate in Block 10 of the ADM-0255 form your firm's EDGE-certification status, i.e., "certified," "not-certified" or "application submitted." We do not need an "Intent to Perform" form for your firm to be included on the consultant list. EDGE stands for the Encouraging Diversity, Growth and Equity program. If your firm is not EDGE-certified and you want additional information about the EDGE program, please contact the DAS Equal Opportunity Division at 614.466.8380 or visit the EDGE Web site at www.EDGE.ohio.gov. EDGE applications are only available at the EDGE Web site. The State Architect's Office does not certify companies for EDGE.

If you have any questions about the SAO Consultant List, please contact Shelby Banton at 614.466.5434.

10. March Ohio Register

SAO has posted the March 2007 issue of the Ohio Register to the SAO Web site. The Ohio Register is available on the first business day of each month at www.ohio.gov/sao (click on Ohio Register).

>>SAO eNews is a free text-only e-mail newsletter which is usually available by the fifth day of each month. Additional "Special Editions" of the SAO eNews are sent as needed. To subscribe, unsubscribe or change your e-mail subscription, please notify Angie Carder at SAO-info@das.ohio.gov or call 614.752.0448. The SAO Web site address is: www.ohio.gov/sao.<<

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Hugh Quill, Director

General Services Division
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SAO eNews
State Architect's Office / Columbus, Ohio
March 9, 2007

Inside this issue:

1. SAO College 2007 make-up sessions slated for April 11
2. March Ohio Register updated

1. SAO College 2007 make-up sessions slated for April 11

Due to the cancellation of two sessions at SAO College in February caused by severe weather conditions, the State Architect's Office is re-hosting those sessions as follows

9:30 – 11 a.m. / Willow Conference Room

“Growing your Business with the EDGE Program”

This class, presented by SAO Special Services Manager Lane Beougher, focuses on the state's EDGE (Encouraging Diversity, Growth and Equity) program, including how a company becomes certified and where to find other businesses with EDGE certification. Also learn about the state's requirements as they apply to construction projects, how to submit a good faith effort, and when and how to submit reports.

1 – 2:30 p.m. / Willow Conference Room

“Insider Secrets to Successful Code Compliance”

This class focuses on new ways to improve your working relationship with building officials, plans examiners and inspectors. Topics include new procedures for preliminary plan reviews and preconstruction meetings, owner and designer responsibilities for special inspections, and the electronic plan submission process. Attendees also will get an overview of changes to the Ohio Building Code coming in July. Presenters for this class are Geoff Eaton, assistant CBO, bureau chief, Bureau of Building Code Compliance, Industrial Compliance Division, Ohio Department of Commerce, and Joe Busch, AIA, CBO, ms consultants, inc.

Additionally, due to low attendance and the importance of the subject, SAO is re-hosting the “Pay Me Now, Pay Me Later...SAO's Electronic Forms” class as follows

8:30 – 10:30 a.m. / Walnut Conference Room

“Pay Me Now, or Pay Me Later...SAO's Electronic Forms”

This class is taught by SAO Fiscal Officer Fred Holcomb and SAO Project Coordinator Kathy Stewart and addresses how to complete SAO's electronic Contractor, Associate and Construction Manager payment request forms. In addition, this program includes an overview of the Change Order and the Subcontractor and Material Supplier Declaration forms and a discussion of EDGE reporting and Prevailing Wage issues.

All three classes will be held on April 11 at the General Services Division, 4200 Surface Road, Columbus, Ohio 43228-1395. Those who pre-registered and paid for any of these classes through the Builder's Exchange may attend at no charge. Those who did not pre-register and

pay for these classes in February will be charged \$45 per person. Payment can be made by check the day of the seminar or mailed to Angie Carder, State Architect's Office, 4200 Surface Road, Columbus, Ohio 43228-1395. Please make checks payable to Treasurer, State of Ohio. Sorry, but credit cards are not accepted.

Anyone wishing to sign up for these classes should send an e-mail to Angie Carder at angie.carder@das.state.oh.us. Space is limited, so please register by Friday, April 6.

2. March Ohio Register updated

All interested firms should be aware that SAO updated the March 2007 issue of the Ohio Register on March 2 and again on March 8. The changes included a change to page one of the SAO Consultant List RFQ and changes to page three of the Ohio University Lancaster RFQ.

The Ohio Register is a monthly publication and advertises RFQs for state construction projects for design services. Please visit the SAO Web site at www.ohio.gov/sao to download a new copy of the Ohio Register.

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