

SAO eNews  
State Architect's Office / Columbus, Ohio  
January 11, 2008

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#### 1. New construction project signs

A new project sign is now required for all state-administered construction projects. Architects and engineers are instructed to use the new sign for all projects. For a copy of the sign in both color and black and white with instructions, go to the SAO Web site at <http://www.ohio.gov/sao> (click on "Standard Requirements" then scroll down to "miscellaneous").

#### 2. State to require SF330 form in March

Beginning March 1, 2008, firms responding to all State of Ohio Requests for Qualifications must submit the Federal Standard Form 330 (SF330) no later than the response deadline indicated on the announcement.

The SF330 form, used to obtain information from architect-engineer firms about their professional qualifications, will officially replace both the ADM-0255 and ADM-0254 form. After March 1, the ADM-0255 and ADM-0254 forms will no longer be accepted.

SAO requests that supplemental material not be submitted with the SF330 form. The use of a computerized or SF330 form is preferred. Facsimile copies will not be accepted. Please place the appropriate project number in the space provided on the form. Due to limited storage space, we request that your submittals be stapled and refrain from submitting three-ring binders, spiral binders and booklets.

To access the Ohio version of the SF330 form online, go to the SAO Web site at <http://www.ohio.gov/sao> (click on "Forms/Documents").

#### 3. SAO staff update

The State Architect's Office would like to welcome Michael Downey, RA, as a project manager for Team B, which serves the Ohio Department of Rehabilitation and Correction and the Ohio Department of Youth Services. Prior to coming to SAO, Michael worked for over 30 years in the private sector for other architectural design firms and as an owner/ partner for his own firm.

#### 4. OAKS Capital Improvements update

OAKS Capital Improvements (CI) will begin rolling out Phase 1 functionality starting in early February. Phase 1 is comprised of 21 business processes that are grouped into four functional components: project initiation, design services review and acceptance, project communication and vendor evaluations.

Project initiation is the first component scheduled for roll out. This component includes local administration requests, the RFQ process and bid planning. The local administration request will initially roll out to those state agencies involved in construction that are required by statute to request approval to administer their projects. Colleges and universities will follow at a later date. Training for the staff involved will take place prior to roll out. At about the same time, project communication, which includes action items, meeting minutes, schedule updates, submittals, transmittals, field reports and requests for interpretation, as well as vendor evaluations will be implemented on a few projects managed by individuals who have served as subject matter experts (SMEs) on the OAKS CI project and are therefore already familiar with the software.

Since SMEs will be involved at this time, the training and support requirements for these two functional components will be manageable; however, training for the project teams involved will take place prior to rollout for each component. Design review and acceptance will be rolled out after project communications and vendor evaluations in much the same manner. Each of these functional components will be evaluated along with their associated help files. Training and further roll-out will take place first within the OAKS CI partner universities and agencies, and then to other agencies and colleges and universities after they been trained and determined to be ready.

The OAKS CI project team believes that the incremental roll-out described above will allow for an orderly implementation that will allow fine tuning of the software, the training and the help files associated with each business process.

The OAKS CI Web-based project management system will be available to all state agencies and state-supported colleges and universities as well as SAO. It is estimated that, when fully implemented in mid-2008, this system will save the state approximately \$2.4 million annually. For more information about OAKS CI, contact SAO Fiscal Officer Fred Holcomb at 614.466.0830 or [fred.holcomb@das.state.oh.us](mailto:fred.holcomb@das.state.oh.us).

#### 5. January RFQs and Ohio Register archive

At the end of each month, all RFQs that were published during that month are compiled into one "Ohio Register" document using the next issue number. For example, all RFQs published in January 2008 will be archived after the last day of December as "Ohio Register #173." RFQs will continue to be accessible individually on the "Current RFQs" page of the OAKS Capital Improvements Web site at <http://ci.oaks.ohio.gov> until the response deadline. The archived Ohio Register documents also are available via this site under the title of "Archived RFQs." For more information or questions about this process, please contact Angie Carder at 614.752.0448 or at [angie.carder@das.state.oh.us](mailto:angie.carder@das.state.oh.us).

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