

SAO College Fall 2009

September 24, 2009

Columbus State Community College

Ohio DAS
State Architect's Office

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Welcome

Craig Weise, State Architect

Ohio DAS
State Architect's Office

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SAO Mission Statement

To effectively and efficiently lead capital planning, design and construction of public facilities through quality service, expertise and *knowledge sharing*.

OhioDAS
State Architect's Office

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Agenda

- | | |
|----------|---|
| 8:00 am | Registration / Continental Breakfast |
| 8:45 am | Welcome |
| 9:00 am | Ohio Construction Reform Update
Energy Services rules
Partnering |
| 12:00 pm | Lunch / Ask Craig (Cleveland & Cincinnati)
Lunch / Changes with Industrial Compliance (Columbus) |
| 1:00 pm | Paperless project management (OAKS Capital Improvements)
What's new with the state's contracts?
Making your 330 form POP! |
| 4:00 pm | Questions / Answers |

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Housekeeping Topics...

- Please place cell phones on vibrate
- Morning and afternoon breaks will be provided
- Vegetarian boxed lunches are available upon request
- Identify location of restrooms & café
- Request evaluations be completed and returned at end of day

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Continuing Education



The State Architect's Office is a Registered Provider with The American Institute of Architects Continuing Education Systems (AIA-CES). Credit earned on completion of this program will be reported to CES Records for AIA members. All attendees of SAO College will receive a certificate of attendance for each class attended.

This program is registered with the AIA/CES for continuing professional education. As such, it does not include content that may be deemed or construed to be an approval or endorsement by the AIA of any material of construction or any method or manner of handling, using, distributing, or dealing in any material or product.

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Ohio Construction Reform Update

Craig Weise, State Architect
Ohio Department of Administrative Services
Jeffrey Appelbaum, Esq.
Project Management Consultants

OhioDAS
State Architect's Office

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Agenda

- Origins of Reform
- Objectives
- Benefits
- Panel Members
- Process
- Recommendations
- A Different Approach
- Additional Delivery Methods
- Pre-Qualifications
- Impact on Industry
- Implementation Status

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Origins of Reform

- 132 years- No fundamental change delivery of public construction projects
- History of past failures to reform
- Governor's Turnaround Plan: *Advantage Ohio*
- Ohio Construction Reform Panel of industry representatives assembled in September 2008

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Objectives

- Use collaborative approach with public & private industry groups
- Review current laws & practices as compared to industry best practices
- Identify ways to improve flexibility, accountability, transparency & efficiency
- Provide recommendations for changes to legislation, rules, policies & practices

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Benefits

- Flexibility
 - More options in construction delivery
 - Improve design & construction processes
- Accountability
 - Properly qualified state managers, private sector professionals and contractors
- Transparency
 - Standardization & openness of processes
- Efficiency
 - Improve time of delivery
 - Best value of money invested

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Panel Members

- | | |
|--|--|
| ■ Contractors <ul style="list-style-type: none">▪ AGC, MCA, NECA, MICA, OBBCTC | ■ Ohio General Assembly <ul style="list-style-type: none">▪ Senate▪ House |
| ■ Trade Unions <ul style="list-style-type: none">▪ IBEW, UAPP, UBCJ | ■ State Agencies/Public Owners <ul style="list-style-type: none">▪ OSU, BoR, OSFC, OBM, ODOT, ODAS |
| ■ Design Industry <ul style="list-style-type: none">▪ AIA, ACEC | ■ Subject Matter Experts <ul style="list-style-type: none">▪ Cleveland Clinic, M.A. Mortenson |
| ■ Construction Management <ul style="list-style-type: none">▪ CMAA | ■ Facilitation <ul style="list-style-type: none">▪ PMC |
| ■ Owner/Private Sector <ul style="list-style-type: none">▪ Continental Real Estate | |

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Process

1. Members completed survey prior to meeting
2. Full panel met 6 times between 11/08 & 5/09
3. Ideas categorized & subgroups formed to discuss details & dev. recommendations
4. Approximately 20 subgroup meeting occurred
5. Compromises developed
6. Recommendations discussed in full panel
7. Panel voted on each recommendation
8. Each recommendation needed >75% support to be a final report
9. Continue collaboration thru implementation

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Recommendations

No.	Recommendation	Proposition	Percentage of Approval	Legislation	Executive
1	Create flexibility in project delivery methods based on specific project needs	Add Construction Manager at Risk as an allowable project delivery method with bid shopping & payment protection	96%	Y	N
		Add Design/Build as an allowable project delivery method with bid shopping & payment protection	91%	Y	N
2	Allow electronic procurement of services & bidding of construction	See to reconcile & develop phased implementation of electronic bidding of construction	100%	TBD	N
3	Create expedited process for small projects	Increase minimum threshold for multiple primes to \$200k & maximum threshold for GC delivery method equal to \$600K	96%	Y	N
4	Streamline current law related to design and construction of capital improvements	Consolidate & organize law related to design & construction	100%	Y	N
5	Mitigate cost escalation impacts to owners & contractors	Incorporate adjustments for hyper-inflation in standard model documents	100%	N	N

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Recommendations

No.	Recommendation	Proposition	Percentage of Approval	Legislation	Executive
6	Identify, manage & share project risks & rewards	Develop standard framework & process to	91%	N	N
		Align owner's, designers & contractor's	91%	Y	N
7	Require project managers/ administrators to be properly qualified	Establish specific minimum qualifications for education, training & experience for role of project manager on capital projects	96%	N	Y
		Classify the position of State Architect with appropriate minimum qualifications	78%	N	N
8	Require contractors & construction managers to be properly qualified	Develop criteria to better define qualified contractors & CM's for pre-qualification or determining responsibility	100%	Y	N
9	Integrate life cycle costing & commissioning on all projects	Modify ORC provisions for life cycle costing to better align with current industry best practices	90%	Y	N
		Commissioning should be required on all major projects affecting building envelope, electrical, mechanical & technology systems	87%	Y	N

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Recommendations

No.	Recommendation	Proposition	Percentage of Approval	Legislation	Executive
10	Establish a uniform evaluation process for design & construction team performance	Implement a uniform evaluation statewide & consolidate collection of this data using OAKS-CI	100%	N	Y
11	Develop an audit system for compliance with state capital improvements practices	Develop & implement a data collection, compliance & performance audit system for state capital projects	96%	TBD	N
12	Properly administer contractor retainage	Clarify & develop framework to guide agencies/institutions on possible early & equitable release of retained funds	96%	N	N
13	Increase partnering & collaboration	Develop criteria for usage & integrate facilitated partnering within all phases of a project	77%	N	N

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Recommendations

No.	Recommendation	Proposition	Percentage of Approval	Legislation	Executive
14	Implement master planning across the state enterprise	SAO should collaborate with agencies in the preparation of capital budget requests to OBM	88%	TBD	TBD
15	Utilize standard contracts & processes for all public construction	Implement a single set of model contract documents for vertical construction across the state	94%	Y	N
16	Maintain openness and competitiveness of qualifications, documents & specifications	As state implements reforms, qualifications, documents & specifications should remain open & competitive	100%	N	N
17	Reform public advertising and notification requirements	Notification of bidding opportunities in newspapers should be optional, prescriptive timetables removed & all capital projects announced on the Ohio Business Gateway website	94%	Y	N
18	Maximize opportunities for EDGE vendors on capital improvement projects	Continue outreach efforts to increase certification & use of EDGE vendors on projects	100%	N	N
19	Include experienced design & construction professionals within QBS committees	Owner's should consider including experienced representatives from the Contracting Authority or industry neutrals in committee	100%	N	N

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Recommendations

No.	Recommendation	Proposition	Percentage of Approval	Legislation	Executive
20	Leverage project management software (OAKS-CI) on public construction	Seek to reconcile & develop phased but ultimately complete implementation of OAKS-CI, beginning with cabinet agencies & interested parties	86%	N	Y
		All agencies & institutions should begin using tool for reporting EDGE participation & collecting/ sharing performance evaluations on projects	95%	N	Y
21	Leverage Building Information Modeling throughout entire project/ building life cycle	Modify current law to allow early contractor involvement in design phase prior to design documents being complete	100%	Y	N
22	Implement energy efficiency & sustainable (green) standards for public construction	Establish a LEED or LEED equivalent standard statewide for design & construction	95%	N	N

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Recommendations

No.	Recommendation	Proposition	Percentage of Approval	Legislation	Executive
23	Simplify owner review & approval processes	Re-engineering lengthy processes in early partnering session & leverage technology	91%	N	N
24	Promptly pay design professionals and contractors	Allow contingency funds to be used for payment of interest on invoices not paid within 30 days & use technology to automate processes & eliminate paper	91%	Y	N
25	Streamline dispute resolution processes	Use facilitated partnering to identify ADR process & form process for dispute resolution board as final administrative step	95%	N	N

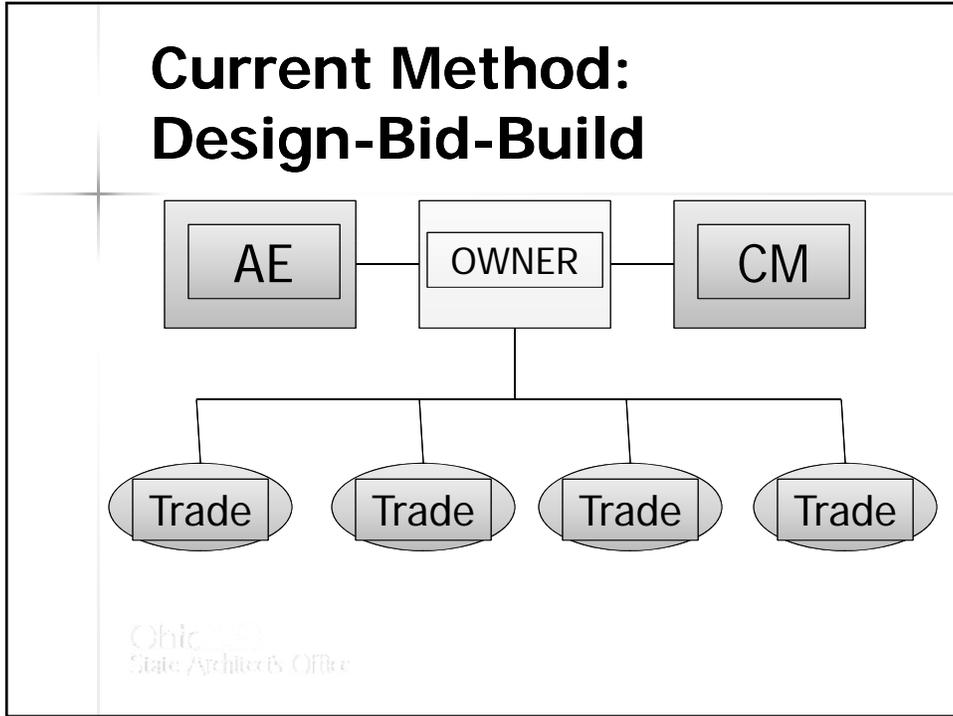
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A Different Approach

This is a historically different discussion!

- In the past this "debate" was portrayed as Multiple Prime vs. Single Prime
 - Transparency was only proposed at Prime level
 - No protections for MEP subcontractors at prime level
- By contrast to past discussions, every alternative delivery option proposed includes protections for MEP subcontractors
 - Standard Subcontractor Form
- None of the current options have been eliminated
 - Multiple prime will continue to be an important option
 - CM as Advisor will remain an option for delivery

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Additional Delivery Methods

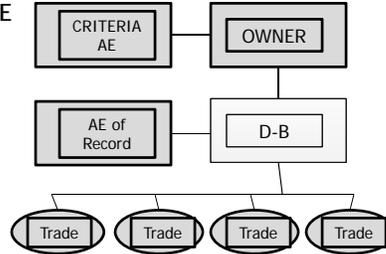
- CM at Risk
 - Agency/Institution pre-authorized
 - Separate QBS process for A/E
 - Best value selection of CM
 - CM can provide GMP
 - CM holds all trade contracts
 - CM accounting – open book
 - MEP contractors pre-qualified
 - MEP contracts low-bid
 - Subcontract form w/ protections

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Additional Delivery Methods

Design-Build

- Agency/Institution pre-authorized
- Separate QBS process for criteria A/E
- Best value selection of D-B
- D-B team includes A/E of record
- D-B can provide GMP
- D-B holds all trade contracts
- D-B accounting – open book
- MEP contractors pre-qualified
- MEP contracts low-bid
- Subcontract form w/ protections

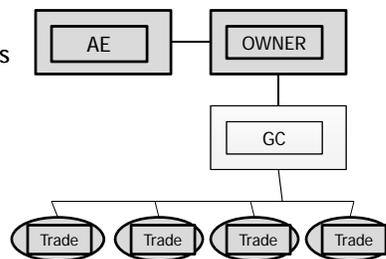


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Additional Delivery Methods

GC Model

- Small projects <\$600K
- Separate QBS process for A/E
- GC pre-qualified & holds all contracts
- MEP contractors pre-qualified
- MEP contracts low-bid
- MEP sub's named on bid form
- Subcontract form w/ protections



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Pre-Qualification of Contractors

2-step pre-qualification process for GC & MEPs

- Step 1: Statewide Certification
 - General info. (bonding capacity, etc.)
 - Certification fee
- Step 2: Project-specific approval to bid
 - Specific info. (exp. w/ project type, etc.)
- Phased implementation
 - 2 years for statewide certification (web)
 - Immediate – steps combined (paper)

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Proposed Thresholds

- Projects \leq \$200K
 - Competitive process (letterhead bids)
- Projects \leq \$600K
 - GC model can be used
- Projects \geq \$2M
 - Healthcare insurance
 - Pension or retirement program
 - Workers in a state/federal approved training program or 3 years experience in trade

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Impact on Industry

- OBS process & intent maintained
- Additional opportunities available with alternative delivery models
- New criteria AEs
- More CM types (Agency & at Risk)
- Streamlined project administration during construction
- Work with qualified team members
- MEP Subcontractor protections
- More inclusive & collaborative processes

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Implementation Status

- Report of recommendations in April 2009
- Collaboratively developed legislative language consistent w/ recommendations given to LSC in May 2009
- Numerous outreach meetings & presentations across state to industry groups on-going
- Stand alone bill/Corrective bill?

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Questions?

Craig Weise, State Architect
Department of Administrative Services
Jeffrey Appelbaum, Esq
Project Management Consultants

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Break

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Energy Services Rules

Lane J. Beougher, AIA, FCSI, LEED AP
SAO Program Services Manager

Learning Objectives

- Participants will learn:
 - What initiated the revised energy rules?
 - Why is energy efficiency important?
 - Why haven't we filed the rules already?
 - What will change once the rules are filed?
 - How do we expect to change the world?

Energy Services Rules!

WHAT INITIATED THE REVISED ENERGY RULES?

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It is the responsibility of state government to lead by example in reducing energy consumption in this era of steep energy prices, mounting environmental concerns, and persistent energy security risks. By improving energy efficiency and adopting advanced energy utilization technologies, we can make the most of our existing energy resources and also stimulate activity and investment in the energy efficiency services sector.

– Ted Strickland
Governor of Ohio

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House Bill 251

126th General Assembly

- Amended O.R.C. Section 123.011(D) to require DAS to file rules that include:
 - Specifications for cost-effective, energy efficiency and conservation standards that govern the lease, design, construction, operation and maintenance of all state-funded facilities except state institutions of higher education;
 - Specifications for Life Cycle Cost Analysis;

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House Bill 251

126th General Assembly

- Specifications for Energy Consumption Analysis;
- Specifications for energy performance indices to be used to evaluate competing proposals;
- A requirement that, within two years, each state-funded facility, except state institutions of higher education, be managed by a certified building operator; and
- A waiver process for all of the above.

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House Bill 467

126th General Assembly

- Adopted the LEED rating system at the Silver level for state-owned buildings and school buildings owned by a local board of education.
- Required the Director of Development to adopt rules.
- H.B. 467 did not pass and was not adopted, nor reintroduced.
- H.B. 251 passed in the lame duck session and was adopted.

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Executive Order 2007-02s

- Begin implementing policies required by H.B. 251 immediately, including developing rules to establish energy efficiency and conservation standards for buildings.
- Develop a tool for measuring energy consumption for use by state agencies, including carbon footprint.

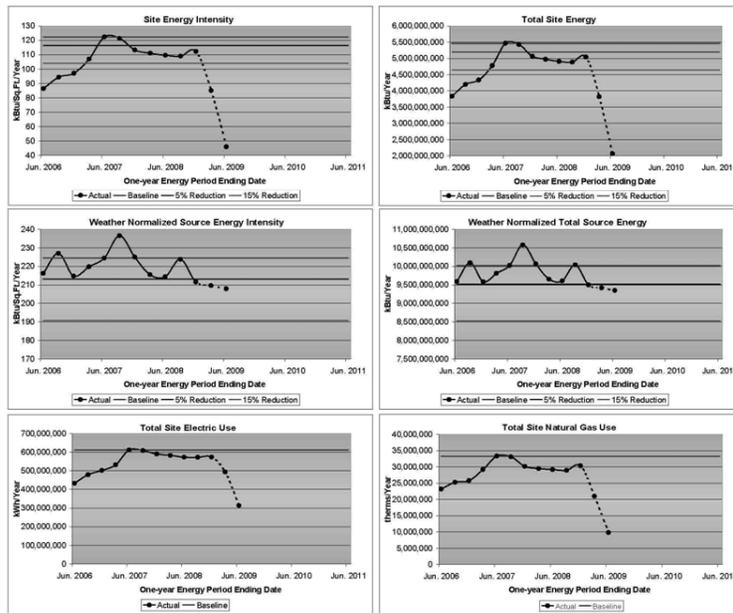
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Executive Order 2007-02s

- Each state agency, board, and commission must use the tool to audit its owned and leased facilities by June 2007. We actually accomplished this!
- Reduce energy consumption by 5% by the end of the first year of the next biennium [June 2007] and 15% by the end of four fiscal years [June 2011].

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State of Ohio - ALL Active Owned Facilities



Data Period: 9/7/2009

Energy Services Rules!

WHY IS ENERGY EFFICIENCY IMPORTANT?

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In our every deliberation, we must consider
the impact of our decisions on the next
seven generations.

– Great Law of the Iroquois Confederation

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IMPACTS OF
U.S. BUILDINGS
ON RESOURCES

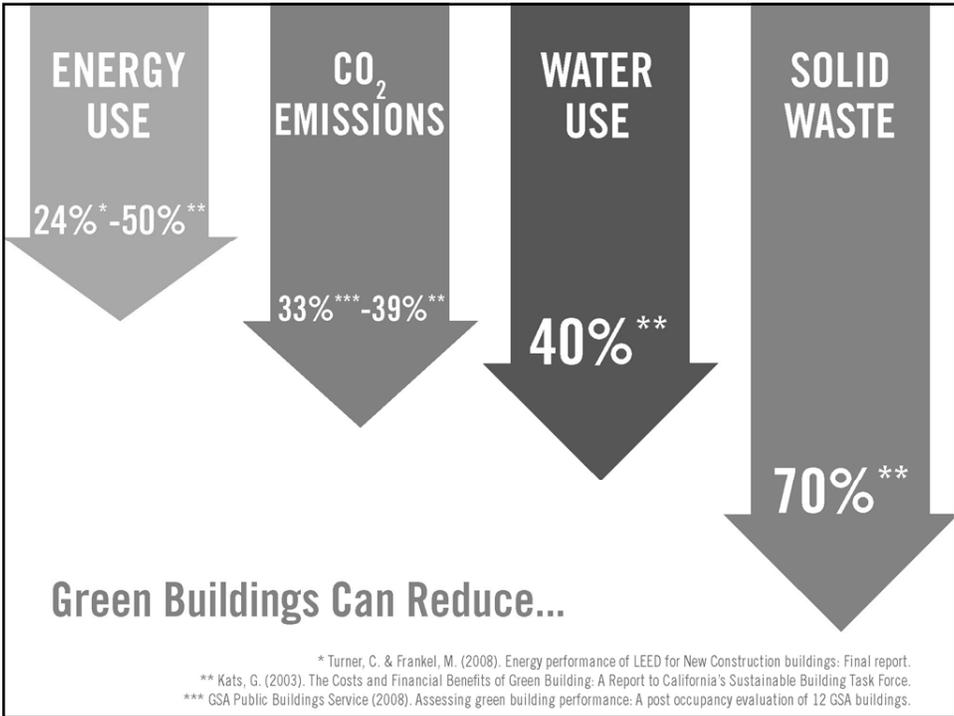
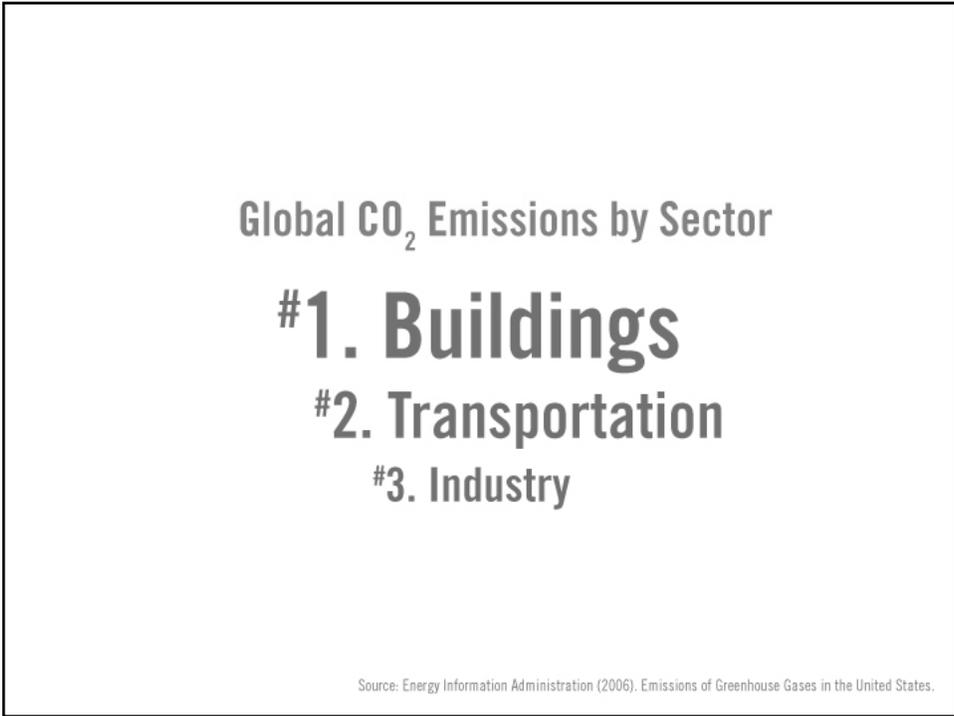
40% primary energy use*

72% electricity consumption*

39% CO₂ emissions*

13.6% potable water consumption**

Sources:
*Environmental Information Administration (2008). EIA Annual Energy Outlook.
** U.S. Geological Survey (2000). 2000 data.

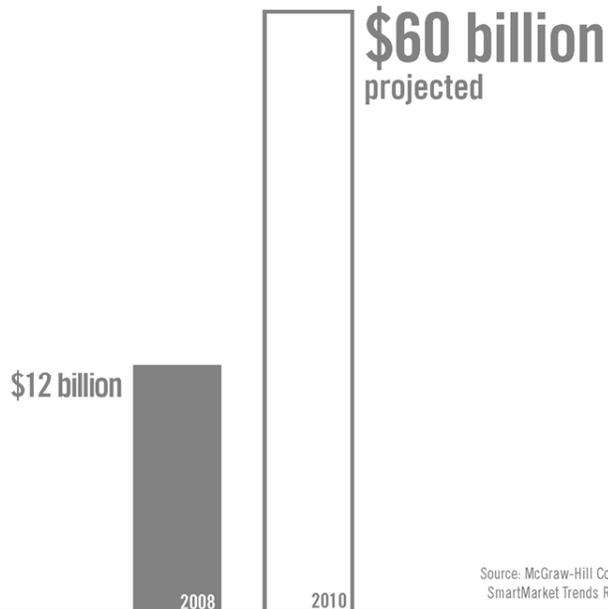


Green Building Occupants Are Healthier & More Productive

- In the U.S., people spend, on average, **90% or more** of their time indoors*
- Green buildings typically have better indoor air quality and lighting

* Source: The Total Exposure Assessment Methodology (TEAM) Study, EPA 600/S6-87/002. U.S. Environmental Protection Agency, 1987.

Green Building is in Demand



Source: McGraw-Hill Construction, SmartMarket Trends Report 2008

Why the Demand?

- Unprecedented level of government initiatives
- Heightened residential demand for green construction
- Improvements in sustainable materials

Source: Facility Management Institute, 2008 U.S. Construction Overview

PERCEIVED BUSINESS BENEFITS TO GREEN

8-9%* operating cost decreases

7.5%* building value increases

6.6%* return on investment improves

3.5%* occupancy ratio increases

3%** rent ratio increases

* Source: McGraw-Hill Construction, Key Trends in the European and U.S. Construction Marketplace SmartMarket Report, 2008

** Source: McGraw-Hill Construction, Greening of Corporate America SmartMarket Report, 2007

Architecture 2030

- Founded by Ed Mazria, architect and passive solar expert from Santa Fe, New Mexico.
- Begins immediately with 50% reduction of energy consumption based on our existing building portfolio.
- Uses the EIA Commercial Building Energy Consumption Survey [CBECS] from 2003 as the baseline for the reduction goals.
- Increases by 10% every five years until we are building carbon neutral in 2030.
- Adopted by the National Governor's Association at their annual meeting in July 2009.

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Energy Independence and Security Act (EISA)

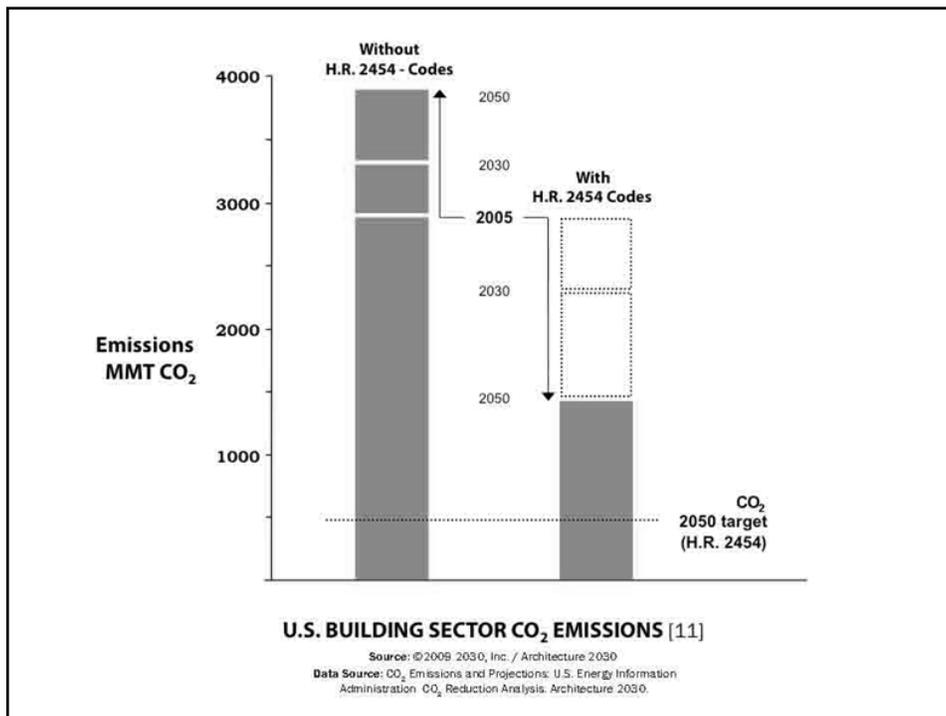
- Section 433 - Reduce green house gas emitting fossil fuel consumption of federal facilities by 50% over CBECS 2003 in new construction and major renovations:
 - 55% in FY2010
 - 65% in FY2015
 - 80% in FY2020
 - 90% in FY2025
 - 100% in FY2030
- Based on Architecture 2030 Goals

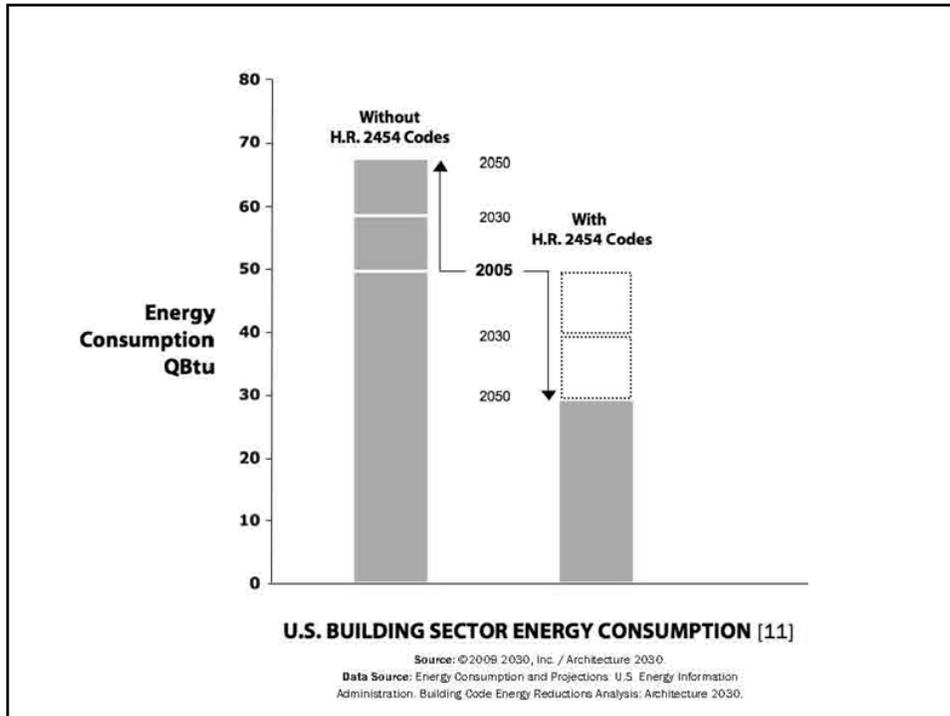
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H.R. 2454 - American Clean Energy & Security Act of 2009

- Requires 83% reduction [2005 levels] in green house gas emissions by 2050.
- Section 201 calls for building code reduction targets below baseline:
 - 30% beginning in 2010
 - 50% in 2014-15
 - 5% every three years up to 2029-30
- Based on Architecture 2030 Goals

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Energy Services Rules!

**WHY HAVEN'T WE
FILED THE RULES ALREADY?**

We need to be bold.

– Craig Weise, AIA, CCM, PMP, LEED AP
State Architect of Ohio

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March 2007 - Sept. 2008

- Countless hours of research spent analyzing and harmonizing various strategies and guidance documents.
- Draft rules were distributed to the AIA Ohio Committee on the Environment, USGBC Cincinnati Regional Chapter, and our EPA consultant, The Cadmus Group, for review and comment.

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Meanwhile in Sept. 2007

- The Ohio School Facilities Commission acted on a study to evaluate the LEED rating system required by H.B. 251 and passed a resolution requiring LEED certification at the Silver level or above.
- They currently have 170 buildings registered with the GBCI.

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House Bill 7 128th General Assembly

A BILL

To enact section 153.013 of the Revised Code to require a building or structure erected or constructed using state capital moneys to adhere to certain sustainability standards.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF OHIO:

Section 1. That section 153.013 of the Revised Code be enacted to read as follows:

Sec. 153.013. Whenever any building or structure is to be erected or constructed using any state capital moneys, including moneys from the education facilities trust fund, the building or structure shall be certified as meeting at least the silver standard of the leadership in energy and environmental design green building rating system developed by the United States green building council.

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House Bill 7 128th General Assembly

- Introduced February 17, 2009
- A brief was filed by the Sierra Club and Ohio Chemistry Council, supported by Ohio USGBC Chapters and others.
- It added Green Globes and an ASHRAE Energy Standard to the mix. Standard number and year were unspecified.
- No quorum at last hearing to amend.

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Energy Services Rules!

**WHAT WILL CHANGE
ONCE THE RULES ARE FILED?**

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We view sustainability as an integral part of the design process. It's not a feature, not an application. It has to be part of the genetics of the design.

– Edward A. Feiner, FAIA
Former Chief Architect, GSA

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Meet or Exceed Energy Consumption Standard

- New construction and major renovations shall be designed to a fossil-fuel greenhouse gas emitting, energy consumption performance standard of fifty per cent of the regional average for that building type.
- The fossil-fuel greenhouse gas emitting, energy consumption reduction standard for new buildings shall increase from fifty per cent of the regional average, in the following increments:
 - Sixty-five per cent for designs completed on and after January 1, 2015;
 - Eighty per cent for designs completed on and after January 1, 2020;
 - Ninety per cent for designs completed on and after January 1, 2025; and
 - One-hundred per cent for designs completed on and after January 1, 2030. [Carbon neutral or net zero energy]

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Meet or Exceed Energy Consumption Standard

- 50% less than average [CBECS 2003]
- 30% less than ASHRAE 90.1-2004
 - Current Ohio Building Code
- 25% less than ASHRAE 90.1-2007
 - Certified by the Governor that Ohio will timely adopt in order to receive ARRA State Energy Program funds [\$90 Million]
- LEED Energy & Atmosphere Credit 1
 - New Buildings = 8 points
 - Existing Building Renovations = 10 points

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Meet or Exceed Energy Consumption Standard

- Use EPA Target Finder to evaluate modeled building performance v. target reduction goals for most uses.
- Use CBECS data to evaluate modeled building performance v. target reduction goals for other uses.
- If use is not available in either, the State Architect will set the target, using history in the state's Portfolio Manager account.

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Buildings & Plants - ENERGY STAR

Improving the energy efficiency of the places where we work, play and learn helps us save energy, save money, and fight global warming. Look for facilities that have earned the ENERGY STAR – the national mark of excellence in energy performance – and know with confidence that the facilities are energy efficient and have a smaller carbon footprint.

Strategy

Guidelines for Energy Management
Get started by applying our proven strategy to set performance goals, create and implement action plans, assess performance and progress, and recognize your organization's achievements.

Commercial Building Design
Make energy performance a priority in your next building's design. Use **Target Finder** to set your energy performance target.

Green Buildings and Energy Efficiency
Make sure your buildings deliver environmental and financial results.

Energy Strategy for the Future
Discover the steps U.S. businesses should take today to prepare for the energy challenges that lie ahead. Learn more about the recommendations of twenty leading U.S. companies in the ground-breaking report [Energy Strategy for the Road Ahead](#) (619KB).

Tools
Tools & Resources Library, including free resources, like **Portfolio Manager**, to assist your organization in meeting its energy performance goals.

Quick Finder

- Portfolio Manager Login
- Target Finder
- ENERGY STAR Challenge
- ENERGY STAR
- Earn the ENERGY STAR
- Purchasing & Procurement
- Service Providers Directory
- Find Labeled Buildings and Plants
- Communications Materials
- Training

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Target Finder - ENERGY STAR

ENTER TARGET FINDER

Target Finder allows architects and building owners to set energy targets and receive an EPA rating for projects during the design process.

Projects that earn a rating of 75 or higher are eligible for **Designed to Earn the ENERGY STAR** certification and can be submitted for the **ENERGY STAR Challenge**.

Eligible Building Types

Target Finder provides an EPA rating for commercial building space types, including office; K-12 school; hospital (acute care and children's); hotel/motel; medical office; house of worship; residence (holiday/seasonal); supermarket/grocery store; warehouse; refrigerated and non-refrigerated; courthouse; bank/financial institution; and retail store.

If a "space type" does not match definitions in Target Finder, users should not try to "force" the project into one of the building type categories in order to receive an EPA rating.

Many space types not available in Target Finder can be found in the [2003 CBECs National Average Source Energy Use and Performance Comparisons \(CBECs\)](#) (49KB) table. The results are not normalized for climate, building size, occupancy, or other activities that may affect energy use.

Use Target Finder to Establish Energy and CO₂ Reduction Goals

Communicate energy targets for design projects with clients to achieve:

- EPA's **Designed to Earn the ENERGY STAR**, the **Architecture 2030 Challenge**, and the **American Institute of Architects' Sustainable Architectural Practice** fossil fuel energy and CO₂ reduction goals.
- State and local governments** (63KB) initiatives, as well as industry standards that are calling for performance based targets, and
- Federal energy goals** for new and existing buildings states in the

What's New ?

- Users may enter up to three energy sources for estimated annual energy use.
- "Estimated Savings" are calculated for the Design Projects compared to an average building (rating of 50).
- Target Finder populates user information into the **Statement of Energy Design Intent (SEDI)**.
- The SEDI contains all data for the Design Project from Target Finder's Results screen in an easier to read format.
- Download the [Target Finder Brochure](#) (1.53MB).
- [Frequently Asked Questions](#)

Quick Finder

- Portfolio Manager Login
- Target Finder
- ENERGY STAR Challenge

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Target Finder

REQUIRED
Select a target rating and/or compare your Design Energy to the target.

1. Facility Information

*Zip Code 43215 Facility Name 25 S. Front St.
City Columbus State Ohio

2. Facility Characteristics

*Select Space Type(s) for this project.
[Space Types]

Gross Floor Area	Weekly operating hours	Workers on Main Shift	Number of PCs	Office Air-Conditioned	Office Heated
234595 Sq. Ft.	50 Hours	615	615	50% or more	50% or more

3. The Target¹

Target Rating Energy Reduction Target
Select Or 50%

*Choose the design target and select "View Results" to display associated energy use for the target.

4. Estimated Design Energy

Use results from energy analysis and enter total estimated energy for the design. Select "View Results" to compare Estimated Energy Use to your Target.

Energy Source	Units	Estimated Total Annual Energy Use ²	Energy Rate (\$/Unit)
Electricity - Grid Purchase	kWh	3920714	\$ / kWh
Natural Gas	therms	73484	\$ / therms
[Select Energy Source]			\$ /

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Target Energy Performance Results - ENERGY STAR - Windows Internet Explorer

Target Energy Performance Results

The design must achieve a rating of 75 or higher to be eligible for "Designed to Earn the ENERGY STAR".

View Statement of Energy Design Intent

NOTE: Values are 65% Electricity - Grid Purchase and 35% Natural Gas. The Target & Average Building energy use for this facility are calculated based on fuel mix of input estimated energy use.

Target Energy Performance Results (estimated)	Design	Target	Average Building
Energy Performance Rating (1-100)	68	93	50
Energy Reduction (%)	20	50	0
Source Energy Use Intensity (kBtu/Sq. Ft./yr)	223	139	278
Site Energy Use Intensity (kBtu/Sq. Ft./yr)	88	55	110
Total Annual Source Energy (kBtu)	62,374,545	32,552,000	65,103,999
Total Annual Site Energy (kBtu)	20,725,876	12,881,615	25,763,229
Total Annual Energy Cost (\$)	\$ 450,635	\$ 280,080	\$ 560,160
Pollution Emissions			
CO ₂ -eq Emissions (metric tons/year)	3,140	1,952	3,904
CO ₂ -eq Emissions Reduction (%)	20%	50%	0%

Facility Information Edit

25 S. Front St.
Columbus, OH 43215
United States

Facility Characteristics		Estimated Design Energy	
Space Type	Gross Floor Area (Sq. Ft.)	Energy Source	Energy Rate (\$/Unit)
Office	234,595	Electricity - Grid Purchase	\$ 0.092/kWh
Total Gross Floor Area	234,595	Natural Gas	\$ 1.219/therms

* The Average Building is equivalent to an EPA Energy Performance Rating of 50.
Source: Data adapted from CDE/EIA. See EPA Technical Description.

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Life Cycle Cost Analysis [LCCA]

- LCCA is required for state owned projects more than 5,000 square feet.
- The LCCA must be a primary consideration in the selection of a building design.
- A/E prepares LCCA alternatives during schematic design stage to evaluate:
 - Initial cost to construct [First cost]
 - Maintenance costs
 - Operational costs
 - Management costs
 - Expected useful life [usually 40 years]
 - Replacement costs
 - Energy consumption and performance [ECA]

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Energy Consumption Analysis [ECA]

- ECA is required for state leased space more than 20,000 square feet.
- The ECA must be a primary consideration in the selection of a facility to be leased.
- The ECA must consider:
 - Illumination
 - Electrical plug loads
 - Heating, cooling, ventilation, and controls
 - Architectural features [site orientation, daylight harvesting, etc.]

72

Building Operator Certification Program

- 123:4-1-2 Definitions
 - (J) "Designated building operator" means a person or persons, certified by an approved training program and designated by a state agency, to be responsible for overseeing the energy-efficient maintenance and operational practices of one or more facilities managed by a state funded entity.
 - (K) "Building operator certification" means a nationally recognized professional development program, administered with oversight from a committee of advisors representing public and private sector employers of building operators. The building operator certification program is designed to provide training and certification on energy-efficient maintenance, operation, safety, and other best practices, including but not limited to indoor environmental quality and occupational safety and health administration regulations.

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Building Operator Certification Program

- 123:4-1-6(A) Each state funded entity that manages or operates facilities shall employ designated building operators to manage or operate its facilities as follows:
 - (1) State funded entities that manage or operate a single or stand-alone facility or campus shall assign at least one designated building operator to manage such facility or campus.
 - (2) State funded entities that manage or operate multiple facilities or campuses located in regions or districts throughout the state shall assign at least one designated building operator to manage such facilities or campuses in each region or district.
 - (3) State funded entities that manage or operate multiple facilities or campuses and provide centralized facility related direction or services to multiple centers or campuses shall assign at least one designated building operator to manage such multiple facility or campus locations.

74

Energy Services Rules!

**HOW DO WE EXPECT
TO CHANGE THE WORLD?
ONE PROJECT AT A TIME!**

75

Never doubt that a small group of
thoughtful, committed citizens can change
the world. Indeed, it is the only thing that
ever has.

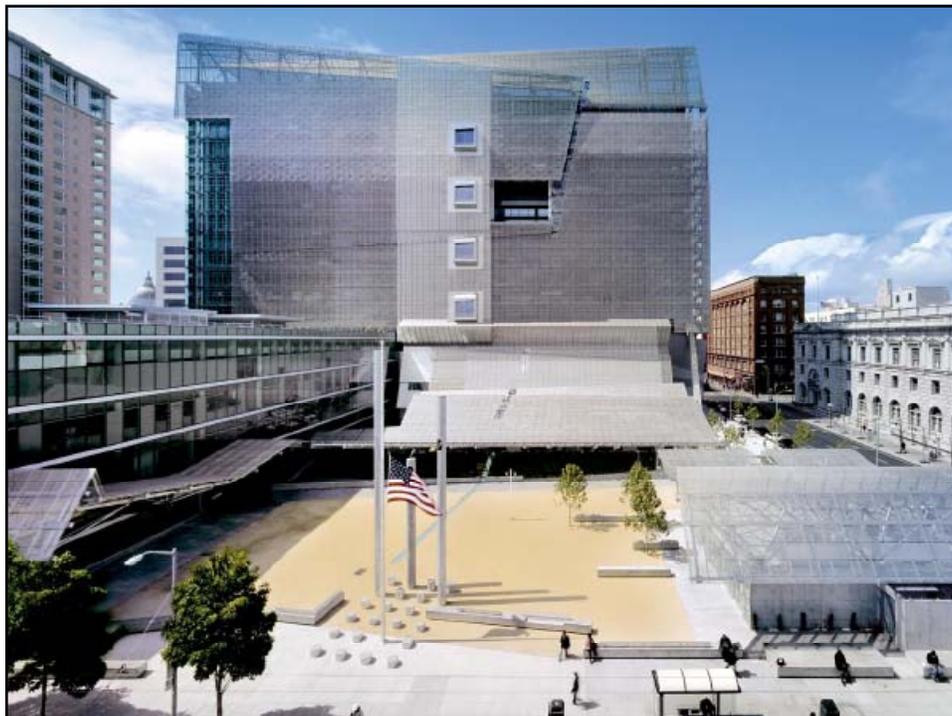
– Margaret Mead
U.S. Anthropologist

76

San Francisco Federal Building

- First naturally ventilated high-rise building since World War II
- Designed to use less than 25,000 Btu per square foot per year [1/3 less than average GSA office building]
- 18 story, \$144 million structure with 605,000 rentable square feet
- \$240 per square foot [standard GSA budget]

77



Questions?

79

Partnering

Crystal Canan, Project Services Manager

Ohio
State Architect's Office

80

OCRP Recommendations

- Use facilitated partnering to form process for dispute resolution
- Integrate facilitated partnering within all phases of a project
- Develop criteria for usage of partnering

81

Trade Contractor Partnering

- Allowance in Lead Contract
- Earlier the Better
- Neutral Facilitator
- Flip Chart & Break Outs & Action Plans
- Dress Rehearse Project Processes
- Dispute Resolution Plan

82

Facilitation Services

- Pre-Workshop Interviews
- Agenda (1/2 Day, Full Day)
- Team Benchmarking Survey – optional
- Minutes with Action Plans - assign

83

Partnering Session

- Everyone is Equal Participant
- New vs. Repeat Participants
- Identify Concerns Specific to Project
- Problem Solving Exercises
- Solutions Come from the Field

84

Partnering Opportunities

- Any Phase of a Project
- Creative Applications
 - Program Development
 - Multiple Owners
 - Intra or Inter Agency
 - Intervention for Claim Resolution
 - Defective Work

85

Partnering Process

- Partnering is Not the Event, it's the Process
- Partnering Creates Small Empower Teams
- Facilitation is an Art
- Avoid the Temptation to Facilitate Your Own Session
- Action Items and Minutes YES, Charters NO
- When Decisions leave the Project Level, Costs Increase

86

Questions?

87

Lunch: 12 – 1 p.m.

Boxed lunches are available (ham or turkey). A limited number of vegetarian lunches are available upon request.

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OHIO DEPARTMENT OF COMMERCE

BUREAU OF BUILDING CODE COMPLIANCE

THE DIVISION OF INDUSTRIAL COMPLIANCE



Geoff Eaton

**Asst. Chief Building
Official**

**Bureau of Building Code
Compliance (BCC)**

SAO COLLEGE 9/24/09

OHIO DEPARTMENT OF COMMERCE

BUREAU OF BUILDING CODE COMPLIANCE

THE DIVISION OF INDUSTRIAL COMPLIANCE

What's New at DIC?

- Preliminary Plan review options
- Inspection process
- Policy & Procedure changes
- Fee revisions
- Video Conferencing

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OHIO DEPARTMENT OF COMMERCE

BUREAU OF BUILDING CODE COMPLIANCE

THE DIVISION OF INDUSTRIAL COMPLIANCE

- ***Preliminary Plan reviews***
 - Process to obtain written interpretations on questionable code issues
 - Examiner responds to specific questions – not full review
 - Streamlines construction document preparation & plan review process
 - Same Examiner will review final plan submittal
 - Can be used to obtain early Adjudication orders

SAO COLLEGE 9/24/09

OHIO DEPARTMENT OF COMMERCE

BUREAU OF BUILDING CODE COMPLIANCE

THE DIVISION OF INDUSTRIAL COMPLIANCE

- ***Preliminary Plan review – Old way***
 - Required designer to meet in our office
 - A lot of information prepared for Plan Examiner review
 - Delay in our response to do research
 - May not have addressed all issues

SAO COLLEGE 9/24/09

OHIO DEPARTMENT OF COMMERCE

BUREAU OF BUILDING CODE COMPLIANCE

THE DIVISION OF INDUSTRIAL COMPLIANCE

- *Preliminary Plan review – New way*
- Designer can request to meet us at the site
- Saves time preparing information
- Examiners immediate feedback
- Other issues that may or may not apply



SAO COLLEGE 9/24/09

OHIO DEPARTMENT OF COMMERCE

BUREAU OF BUILDING CODE COMPLIANCE

THE DIVISION OF INDUSTRIAL COMPLIANCE

- *Preliminary Plan review – New way*
- Overwhelming positive feedback from customers
- Typically for existing facilities, not for new buildings.
- Do not pay travel time, only review time
- Obtain appeals early



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OHIO DEPARTMENT OF COMMERCE

BUREAU OF BUILDING CODE COMPLIANCE

THE DIVISION OF INDUSTRIAL COMPLIANCE

*Correction Letter/Adjudication Order
process*

Effective March 1, 2008:

Changed these into two separate documents

Correction letter will only list items not in compliance, no appeal

Owner will need to request an Adjudication Order

The Adjudication Order will contain only those items to be
appealed

Why change?

Allows more time for BCC and Owner to coordinate issues

May save a trip to the Board

Reduce the BBA's agendas and hearing times

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BUREAU OF BUILDING CODE COMPLIANCE

THE DIVISION OF INDUSTRIAL COMPLIANCE

If you're going to the Board of Appeals:

- Know the facts about your case
 - Cost of the overall project
 - Cost to comply with the requirements
 - Cost of proposed alternatives
- Don't rely on cost as the hardship
- The BBA does not set precedence - previous decisions
- Always contact CBO prior to the hearing date
- Propose alternatives for equivalent levels of safety
- For sprinkler, alarm or other life safety issues:
 - ALWAYS CONTACT THE LOCAL FIRE OFFICIAL

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THE DIVISION OF INDUSTRIAL COMPLIANCE

Inspection process

- New Dispatch Operation hours – 8:15 – 3:15
- 1-800-822-3208
- Provide CPA number
- Type of Inspection requested and date
- Provide contractor license number
- Electrical first, then Structural. Structural last out
- Call before 3:15 for next day inspections

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BUREAU OF BUILDING CODE COMPLIANCE

THE DIVISION OF INDUSTRIAL COMPLIANCE

Inspection process

- Pre-Construction meetings
 - Typically required for large scope projects
 - Mandatory if 3rd Party inspection agencies involved
 - Schedule through Structural Supervisor or CBO

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Temporary Occupancy

- Process allows occupancy of the entire building before minor work is 100% complete
- All sprinkler & Fire Alarm systems must be tested and operable
- 6-month time limit on temporary occupancies

Partial Occupancy

- Process allows occupancy of portions of the building
- No time limit on partial occupancies
- Occupied areas need safe egress from areas of work

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THE DIVISION OF INDUSTRIAL COMPLIANCE

*Time limitation of applications - OBC
105.3.2 & 105.5*

- Application for plan approvals will expire:
 - No response to a correction letter for 6 months
 - No work/inspections started within 12 months of the plan approval (one extension allowed)
 - During construction if work is suspended for more than 6 months (two extensions allowed)
 - Extensions must be requested 10 days before expiration date, \$100 fee

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Fee Increase effective July 1, 2009

- *Basically 30% across the board*
 - Last fee increase 2001
 - At least 10 years before the 2001 increase
 - State still significantly lower than other depts.

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BUREAU OF BUILDING CODE COMPLIANCE

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Policy & Procedure changes effective 1/1/09:

- *Limitations on number of inspection based on building area*
 - Smaller projects, largest loses
 - 10 – 15 structural inspections vs. 5 - 6
 - Affects responding to larger jobs
 - Job tickets reflect #of inspections allocated
 - \$150 inspection fee each inspection beyond allocated amount
 - Outstanding invoices will not hold up subsequent inspections – only C of O

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*Policy & Procedure changes effective
1/1/09:*

- *Changes after final plan approval*
 - All significant changes must be resubmitted for approval
 - Letter signed by A/E and Owner along with plans if req'd., CBO signs after plan approval
 - Approved revisions kept at site/sent to inspector
 - Fee \$250 processing + \$100 per hour
 - If project submitted before 1/1/09, no fees charged but letter and plans still required

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*Policy & Procedure changes effective
1/1/09:*

- *Changes after final plan approval*
 - Why was this implemented?
 - Significant changes made by change order/bulletin – Examiner did not review
 - Inspectors had to interpret compliance
 - Were owners aware changes/reduction in scope being made?
 - Were owners being refunded cost savings from work being eliminated or changed from scope?

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BUREAU OF BUILDING CODE COMPLIANCE

THE DIVISION OF INDUSTRIAL COMPLIANCE

*Policy & Procedure changes effective
1/1/09:*

- *Resubmission fee*

- A \$100 fee will be charged if specific items of correction letters are not corrected or addressed after the second resubmission.

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BUREAU OF BUILDING CODE COMPLIANCE

THE DIVISION OF INDUSTRIAL COMPLIANCE

*Policy & Procedure changes effective
1/1/09:*

- *Restamping fee*

- A \$100 fee will be charged for restamping approved sets of documents if the original site and owner sets of approved documents are misplaced.

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BUREAU OF BUILDING CODE COMPLIANCE

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*Policy & Procedure changes effective
1/1/09:*

• *Phased Approval fee*

- A \$250 fee will be charged for the issuance of phased approvals only if complete sets of construction documents are not provided upon the initial submittal.

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Video Conferencing...coming soon

- "Etech" system
- Capability for web meetings
 - "On-site preliminaries"
 - Real-time inspections?
- End user must have similar system
- Available in over 900 locations
 - Schools, Colleges & Gov't. bldgs.

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OHIO DEPARTMENT OF COMMERCE

BUREAU OF BUILDING CODE COMPLIANCE

THE DIVISION OF INDUSTRIAL COMPLIANCE

**Bureau of Building Code Compliance
How to Contact BCC**

- Phone: (614) 644 – 2622
- Fax: (614) 644 – 3145
- Web: www.com.state.oh.us/odoc
- **Geoff Eaton**, Asst. Chief Building Official
Phone: (614) 728 – 0052
- **Yeong Jiang**, Plans Examination
Phone: (614) 644 - 3492

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BUREAU OF BUILDING CODE COMPLIANCE

THE DIVISION OF INDUSTRIAL COMPLIANCE

THANK YOU

SAO COLLEGE 9/24/09

Paperless Project Management (OAKS Capital Improvements)

Steve Mayo, OAKS CI Project Manager

What is OAKS CI?

- OAKS is an acronym for the Ohio Aministrative Knowledge System
- CI stands for the Capital Improvements module of OAKS
- OAKS CI is an enterprise-wide Web-based construction management system

The OAKS CI Vision...

- A Construction Management system that:
 - Provides a collaborative environment through the life cycle of capital projects that can be used by all state agencies as well as state supported colleges and universities
 - Provides integration across a diverse array of business processes including planning, design, procurement, execution, and project closeout

92

... is here today

- 55 business processes
- 6 training courses
- Helpdesk is answering questions and fixing problems
- Administrators at KSU and SAO are adding projects and users

93

Implementation will be staged over time

But already OAKS CI is used by:

- 44 projects
- Costing \$75,000,000

- 300 users
- From 100 vendors

- All consultant list agreements and pay requests

94

Owners, Administrators, A/Es, and Contractors are:

- Sharing documents and uMail
- Submitting, reviewing, and approving submittals, RFIs, and schedules
- Publishing meeting minutes
- Processing, agreements, amendments, contracts, and change orders
- Submitting, reviewing, and approving pay requests

95

OAKS CI and you

- If you're involved in State construction projects sooner or later you are likely to encounter OAKS CI

96

So what is the impact of OAKS CI...

- to Contractors
- to Architects/Engineers
- to Owners

97

First and foremost

- The work processes do not change
- OAKS CI has been designed to compliment the SAO Manual and Front End documents

98

Methods and tools do change

- We made them better!
- Paper folders become electronic
- Fed Ex is replaced by the 'Send' and 'Upload' buttons
- Documents can be searched electronically
- Pen and ink might become Workflow Action = 'Approve'

99

... or not!

- Some documents still require the pen and ink touch
 - Agreements and Amendments
 - Contracts, Field Work Orders, and Change Orders
 - Etc...
- Yes, we exaggerated when we paperless project management; it is more like paper-lite project management!

100

So what are the benefits of all this:

- to the project
- to the Contractors
- to the Architects/Engineers
- to the taxpayer
- to me!

101

Benefits

- Collaboration has never been easier
- Shared documents don't need postage
- Work can be late but it can never be lost
- The math is done for you
- Web access is wonderful

102

Requirements of Participation (Ante Up)

- You'll need a computer
- Submit an application for OAKS CI Access

103

Come to Training

- Unifier Basics
- Design Phase BPS
- Construction Phase BPS
- Consultant List
- Owner's Financial BPS
- Local Administration and RFQ

104

Use the system

- If you don't log in, it can't hurt you
- But it can't help you either

105

What to Expect

- Expect OAKS CI to provide a fully functional Construction Management System

106

Concept Development

- Program of Requirements
- Budgeting
- Funding
- Local Administration

107

Acquisition

- A/E Acquisition
- Consultant Acquisition
- Contractor Acquisition except for bidding

108

Design

- Document Manager
- uMail
- Design Reviews
- Meeting Minutes
- A/E and Consultant Pay Requests
- Amendments

109

Construction

- Submittals
- RFIs
- Field Work Orders and Change Orders
- Sub/Supplier Declarations
- Contractor Pay Request
- 72 Hour Notices

110

Close Out

- Contractor Close Out
- A/E Close Out
- Punch List
- Warranties

111

Expect a secure system managed by permissions

- OAKS CI is a permissions based system
- Users belong to groups
- Groups grant access to business processes and determine routing of most work

112

Expect a learning curve

- New things are always a bit uncomfortable...
- ...but statewide IT systems are downright scary
- New tools require enlightened application
- Be patient, we will get through this together
- We have training and support to help

113

Questions?

114

What's New with the State's Contracts?

Lane J. Beougher, AIA, FCSI, LEED AP
SAO Program Services Manager

Ohio
State Architect's Office

115

Learning Objectives

- Participants will learn:
 - What are the state's contract documents?
[Contractor, A/E, CM, Cx, Consultant]
 - How can I tell what's changed?
 - Which contract documents do I use?
 - Where do I get the contract documents?
 - How do I create the perfectly integrated Project Manual?

116

What's New with the State's Contracts?

WHAT ARE THE STATE'S CONTRACT DOCUMENTS?

117

DAS Standard Conditions - 1994



STATE OF OHIO
DEPARTMENT OF ADMINISTRATIVE SERVICES
DIVISION OF PUBLIC WORKS
OFFICE OF THE STATE ARCHITECT & ENGINEER

STANDARD CONDITIONS OF CONTRACT FOR CONSTRUCTION
April 1994

State of Ohio
Department of Administrative Services
Division of Public Works
Office of the State Architect and Engineer

TABLE OF CONTENTS

INSTRUCTION SHEET..... (IS)

TABLE OF CONTENTS..... (TC)

NOTICE TO BIDDERS..... (NB)

INSTRUCTIONS TO BIDDERS..... (IB)

 Article 1 Contract Information

 Article 2 Bidding Procedures

 Article 3 Bid Opening and Consideration of Bids

 Article 4 Withdrawal of Bid

 Article 5 Bid Estimate

 Article 6 Bid Guaranty and Contract Bond

 Article 7 Contract Award and Execution

DEFINITIONS..... (D)

BID FORM..... (BF)

NON-COLLUSION AFFIDAVIT..... (NC)

MINORITY BUSINESS ENTERPRISE..... (MBE)

CONTRACTOR'S MBE CERTIFICATION..... (CC)

SET ASIDE REVIEW BOARD APPLICATION..... (SARB)

EQUAL EMPLOYMENT OPPORTUNITY BID CONDITIONS..... (EEO)

FORM OF AGREEMENT..... (A)

CONTRACT BOND..... (CB)

DRUG FREE WORKPLACE CERTIFICATION..... (DF)

TC - 1April, 1994

Rhodes State Office Tower 120

Ohio Standard Requirements - 2007



State of Ohio
Standard Requirements
for Public Facility
Construction

2007 Edition (August 2009)

Including Standard Documents of Division 00 -
"Procurement and Contracting Requirements" and
Sections of Division 01 - "General Requirements"

State of Ohio
Department of Administrative Services
General Services Division

OhioDAS
State Architects' Office

4200 Surface Road
Columbus, Ohio 43228-1395
v. 614.466.4761
f. 614.644.7982
e. StateArchOff@das.state.oh.us
Web site: www.ohio.gov/das

Document 00 01 10 - Table of Contents

OhioDAS
www.ohio.gov/das
State of Ohio
Department of Administrative Services
General Services Division
4200 Surface Road - Columbus, Ohio 43228-1395
v. 614.466.4761 • f. 614.644.7982

E: After reviewing the changes from previous version of the Standard Requirements, accept all changes in the document and edit the Table of Contents for each Project by modifying the document of the instructions in shaded boxes, and then removing the instructions.

PROCUREMENT AND CONTRACTING REQUIREMENTS GROUP

Division 00 - Procurement and Contracting Requirements

Introductory Information

00 01 10..... Table of Contents

Procurement Requirements

00 12 00..... Solicitation

00 21 13..... Instructions to Bidders

 Article 1..... General Instructions

 Article 2..... Bidding Procedures

 Article 3..... Bid Opening and Evaluation

 Article 4..... Withdrawal of Bid

 Article 5..... Bid Guaranty and Contract Bond

 Article 6..... Contract Award and Execution

00 22 00..... Supplementary Instructions

 Article 7..... Miscellaneous Supplementary Instructions

Expand the Table of Contents, listing geotechnical or environmental data here (00 NN NN), if any.

00 41 13..... Bid Form - Stipulated Sum (Single-Prime Contract)

This item above may only be used if the estimated cost for each branch or class of work is less than \$,000 or the total cost is less than \$50,000. Generally use one of the items below for multiple-prime contracts. Be sure to use the same document series for the Bid Form, Contract Form, General Conditions (e.g., NN NN 16), and Supplementary Conditions (e.g., NN NN NN 16) if applicable.

00 41 16..... Bid Form - Stipulated Sum (Multiple-Prime Contract)

Generally use the item above or if a construction manager is involved, use the item below and delete the unused item.

00 41 26..... Bid Form - Construction Manager (Multiple-Prime Contract)

00 42 13..... Bid Security Form

00 43 13..... Bidder's Qualifications

Contracting Requirements

00 52 13..... Contract Form - Stipulated Sum (Single-Prime Contract)

This item above may only be used if the estimated cost for each branch or class of work is less than \$,000 or the total cost is less than \$50,000. Generally use one of the items below for multiple-prime contracts. Be sure to use the same document series for the Bid Form, Contract Form, General Conditions (e.g., NN NN 16), and Supplementary Conditions (e.g., NN NN NN 16) if applicable.

00 52 16..... Contract Form - Stipulated Sum (Multiple-Prime Contract)

Generally use the item above or if a construction manager is involved, use the item below and delete the unused item.

00 52 26..... Contract Form - Construction Manager (Multiple-Prime Contract)

00 61 13..... Performance and Payment Bond Form

00 71 00..... Contracting Definitions

07 Edition (Aug. 2009) Table of Contents
040-01-01 10.TC Page 00 01 10.1

General Services Center 121

Professional Services

Architect / Engineer Agreement (CM LEED Project)
Ohio Department of Administrative Services
General Services Division
State Architect's Office • 4200 Surface Road • Columbus, Ohio 43228-1395

This Architect/Engineer Agreement ("Agreement") is made by and between the Ohio Department of Administrative Services ("Contracting Authority"), whose contact person and address are set forth below. The Contracting Authority agrees with a Construction Manager for professional construction and Commissioning Authority ("CA") for professional commissioning services.

WHEREAS, the Contracting Authority is operating under Ohio Revised Code Sections 153.01 through 153.71, both inclusive, to obtain professional design services or construction management services ("Owner") for the following project:

Project Number: [Insert Project Number]
Project Name: [Insert Project Name]

Owner:
[Insert Agency/Institution Name]
[Insert Address]
[Insert City, State and Zip]

Contracting Authority:
[Ohio Department of Administrative Services Division]
[State Architect's Office]
[Insert Project Manager's Name]
[4200 Surface Road]
[Columbus, Ohio 43228]

Architect/Engineer:
[Insert A/E Name]
[Insert A/E Contact Name]
[Insert Address]
[Insert City, State and Zip]

WHEREAS, unless adjusted as provided herein, all fees and expenses under this Agreement shall not exceed [Insert Amount]; and

WHEREAS, the Architect/Engineer desires, and is capable and is willing to provide the services for the Project;

WHEREAS, the capitalized words and terms set forth in Article 1 of this Agreement, in here the meanings as set forth in Article 8;

NOW, THEREFORE, in consideration of the mutual promises herein contained, the State and the Architect/Engineer agree as follows:

2007 Edition (Sept. 2009)
C130-01-0909

Construction Manager Agreement (CM LEED Project)
Ohio Department of Administrative Services
General Services Division
State Architect's Office • 4200 Surface Road • Columbus, Ohio 43228-1395

This Construction Manager Agreement ("Agreement") is made by and between the Ohio Department of Administrative Services ("Contracting Authority"), whose contact person and address are set forth below. The Contracting Authority agrees with an Architect/Engineer ("A/E") for professional design services and a Commissioning Authority ("CA") for professional commissioning services for this Project.

WHEREAS, the Contracting Authority is operating under Ohio Revised Code Sections 153.01 through 153.71, both inclusive, to obtain professional construction management services or construction management services ("Owner") for the following project:

Project Number: [Insert Project Number]
Project Name: [Insert Project Name]

Owner:
[Insert Agency/Institution Name]
[Insert Address]
[Insert City, State and Zip]

Contracting Authority:
[Ohio Department of Administrative Services Division]
[State Architect's Office]
[Insert Project Manager's Name]
[4200 Surface Road]
[Columbus, Ohio 43228-1395]

Construction Manager:
[Insert CM Name]
[Insert CM Contact Name]
[Insert Address]
[Insert City, State and Zip]

WHEREAS, unless adjusted as provided herein, all fees and expenses under this Agreement shall not exceed [Insert Amount]; and

WHEREAS, the Construction Manager desires, and is capable, to provide the services for the Project;

WHEREAS, the capitalized words and terms set forth in Article 1 of this Agreement, in here the meanings as set forth in Article 8;

NOW, THEREFORE, in consideration of the mutual promises herein contained, the State and the Construction Manager agree as follows:

2007 Edition (Sept. 2009)
C130-01-0909

Commissioning Services Agreement (CM LEED Project)
Ohio Department of Administrative Services
General Services Division
State Architect's Office • 4200 Surface Road • Columbus, Ohio 43228-1395

This Commissioning Services Agreement ("Agreement") is made by and between the State of Ohio ("State") by the Ohio Department of Administrative Services ("Contracting Authority"), whose contact person shall be the Project Manager designated below or successor, and the State of Commissioning Authority ("Commissioning Authority" or "CA"), whose contact person and address are set forth below. The Contracting Authority has executed or will execute a separate agreement with an Architect/Engineer ("A/E") for professional design services and a Construction Manager for professional construction management services for this Project.

WHEREAS, the Contracting Authority is operating under Ohio Revised Code ("O.R.C.") Chapters 123 and 153 and is the intention of the Contracting Authority, in the exercise of its powers as set forth in O.R.C. Sections 153.01 through 153.71, both inclusive, to obtain professional commissioning services on behalf of the state agency or institutionally named below ("Owner") for the following project ("Project"):

Project Number: [Insert Project Number]
Project Name: [Insert Project Name]

Owner:
[Insert Agency/Institution Name]
[Insert Address]
[Insert City, State and Zip Code]

Contracting Authority:
[Ohio Department of Administrative Services Division]
[State Architect's Office]
[Insert Project Manager's Name]
[4200 Surface Road]
[Columbus, Ohio 43228-1395]

Commissioning Authority:
[Insert CA Name]
[Insert CA Contact Name]
[Insert Address]
[Insert City, State and Zip Code]

WHEREAS, unless adjusted as provided herein, all fees and reimbursable expenses payable to the Commissioning Authority under this Agreement shall not exceed [Insert Amount]; and

WHEREAS, the Commissioning Authority desires, and is capable, to provide professional commissioning services for the Project;

WHEREAS, the capitalized words and terms set forth in Article 8 herein shall be understood, throughout this Agreement, to have the meanings as set forth in Article 8;

NOW, THEREFORE, in consideration of the mutual promises herein contained, the State and the Commissioning Authority agree as follows:

2007 Edition (Sept. 2009)
C130-01-0909

Commissioning Services Agreement (CM LEED Project)
Page 1 of 23

The SAO Manual - 2005-2009

State of Ohio
Department of Administrative Services
General Services Division

State Architect's Office
The SAO Manual
A Management Guide for Ohio Capital Improvements

OhioDAS

Construction 0310

This Section identifies the requirements and process for managing Construction Phase activities. It begins after the issuance of the Notice to Proceed and terminates when the Contractor has completed construction and all contractual requirements, including all closeout activities.

This Section is divided into the following parts:

- A. Schedule Consultant 0310 - 3
 - 1. Obtaining the Schedule Consultant
 - 2. Schedule Consultant
 - 3. The Approved Schedule
- B. Construction Scheduling 0310 - 4
- C. Subcontractors and Material Suppliers 0310 - 7
- D. Prevailing Wages 0310 - 7
- E. Contractor Payment Request 0310 - 8
 - 1. Schedule of Values
 - 2. Payment Request Process
 - 3. Retainage & Escrow Account
 - 4. Payment for Material Stored On-site Off-site
 - 5. Change Orders
- F. Meetings Prior to Construction 0310 - 11
 - 1. SAO Owner/Architect/Engineer/CM Meeting
 - 2. Pre-construction Meeting
- G. Partnering 0310 - 13
 - 1. Purpose
 - 2. Partnering Session
 - 3. Session Participants
 - 4. Stakeholder Commitment
 - 5. Partnering Allowance
- H. Coordination Drawings 0310 - 14
 - 1. HVAC Coordination Meeting
 - 2. Coordination Drawing Process
- I. Project Reports 0310 - 15
 - 1. Architect/Engineer or CM
 - 2. Contractor

May 2008 (Rev. Jan. 2009) 0310 - 1

What's New with the State's Contracts?

HOW CAN I TELL WHAT'S CHANGED?

124

Transition Matrix

Doc.	SAO Control No.	Standard Conditions Title	MF2004 Number	Standard Requirements Title
	M140-01-01	Cover Sheet		Cover
IS	M140-01-02	Instruction Sheet		Instructions to the Architect/Engineer
TC	M140-01-03	Table of Contents	00 01 10	Table of Contents
D	M140-01-04	Definitions	00 71 00	Contracting Definitions
NB	M140-01-05	Notice to Bidders	00 10 00	Solicitation
IB	M140-01-06	Instructions to Bidders	00 21 13	Instructions to Bidders
BF	M140-01-07	Bid Form	00 41 16	Bid Form - Stipulated Sum (Multiple-Prime Contract)
RBI	M140-01-08	Responsible Bidder Information Form	00 45 13	Bidder's Qualifications
K	M140-01-09	Contract Form	00 52 16	Contract Form – Stipulated Sum (Multiple-Prime Contract)

125

Transition Matrix

Doc.	SAO Control No.	Standard Conditions Title	MF2004 Number	Standard Requirements Title
CB	M140-01-10	Bid Guarantee and Contract Bond Form	00 43 13	Bid Security Form
GC	M140-01-11	General Conditions	00 72 16	General Conditions – Stipulated Sum (Multiple-Prime Contract)
CO	M140-01-12	Change Order Procedure and Pricing Guidelines		
I	M140-01-13	Index		
WR	M140-01-14	Wage Rates	00 73 43	Wage Rate Requirements
SC	M140-01-15	Department's Special Conditions	00 22 00 00 73 00	Supplementary Instructions Supplementary Conditions

126

Version Control Document

- In July 2007, we added a new guidance document to communicate which documents are current and the changes from version to the next.
- This is a manually edited document, that publishes the changes that can be copied and pasted into an Addendum or a Change Order when necessary.

127

Multiple Combined Bids

- Problem: Mechanical Prime Bidder submitted more than one Combined Bid on a single Bid Form for a recent university project. Another Bidder sought a Temporary Restraining Order to block the award. In response, all Bids were rejected and the Contract rebid.
- Solution: Establish a defined process for multiple Combined Bids. [IB 2.12, BF]

128

Multiple Combined Bids

- BF Item 5. Combined Bid
 - Any Bidder submitting a Combined Bid is encouraged, but not required, to also bid the Items separately. If the Bidder is submitting multiple Combined Bids, it must submit each combination of Items on a separate Bid Form as a separate Bid.

129

Ten Percent Rule

- Problem: Language outlining process for accepting Bids within 10 percent over estimate was unclear for projects with multiple project phases.
- Solution: Revise the language to clarify the intent for multi-phase projects. [IB 3.6.2.1, 3.6.2.2]

130

Ten Percent Rule

- IB 3.6.2.2: If a phase of the Project includes multiple contracts, the aggregate total price of all contracts awarded for the phases to date of the Project shall not exceed an amount 10 percent over the aggregate estimate of the contracts awarded, including the Base Bid and accepted Alternates, if any.

131

Withdrawal after Bid Opening

- Problem: If a Bidder withdraws its Bid, it shall not be awarded a Contract on another Bid. Intent is to prevent Bid manipulation, not disallow award of a Contract on an unrelated item.
- Solution: Language clarified to state "involving the same item." [IB 4.2.1.2]

132

Withdrawal after Bid Opening

- IB 4.2.1.2: No Bid may be withdrawn under subparagraph 4.2.1 which would result in awarding a Contract involving the same item on another Bid to the same Bidder.

133

EDGE Program - Supporting Documentation Required

- Problem: The Equal Opportunity Division published revised revised rules for Good Faith Effort [GFE] and a new requirement for reporting and auditing the waiver request and approval process.
- Solution: Revise language to comply with new and revised rules. [IB 6.1.2]

134

EDGE Program - Supporting Documentation Required

- IB 6.1.2.1: The Bidder shall provide evidence acceptable to the Contracting Authority of the Bidder's participation in the EDGE Program by contracting with EDGE-certified Business Enterprise(s) for the Project, by requesting a waiver or partial waiver of the advertised EDGE Program participation goal for the Project on the Bidder's company letterhead including full documentation of the Bidder's good faith effort to contract with EDGE-certified Business Enterprise(s) for this Project, or both.

135

Nondiscrimination

- Problem: The General Assembly revised the discrimination statute.
- Solution: Military status added as a protected class for discrimination and intimidation clauses. [GC 1.2.2.1, 1.2.2.2, & 1.2.3.1]

Acceptable Components and Approved Substitutions

- Problem: Contractor's responsibility for additional costs by using components other than the Basis of Design is stated in the Instructions to Bidders, but not in the General Conditions.
- Solution: Language added to enforce the assertions in the Instructions to Bidders. [GC 2.5.4 & 2.5.5]

Acceptable Components and Approved Substitutions

- GC 2.5.5: If the Contractor provides approved Substitutions that require changes to the Contract Documents or affects the work of Separate Contractors, the Contractor shall be solely responsible for the additional costs incurred as a result.

138

Revised Schedule Consultant Acquisition

- Problem: Concern arose that the previous process allowed Lead Contractor to claim Contracting Authority was "selecting" the Contractor's consultant. [GC 4.2.3]
- Solution: The Contracting Authority may "object" to any of the firms recommended by the Lead Contractor.

139

Revised Schedule Consultant Acquisition

- GC 4.2.3.1 Within 3 days after issuance of the Notice to Proceed, the Lead Contractor shall submit to the Contracting Authority a list of 3 qualified and independent consulting firms that the Lead Contractor recommends to be the Schedule Manager. The Contracting Authority shall have the opportunity to object to any of the recommended firms to serve as the Schedule Manager. The Lead Contractor shall select and engage one of the firms with which the Contracting Authority has no objection.

140

Schedule Manager

- Problem: References to "Schedule Consultant or Lead Contractor" created confusion over which party was able to maintain the schedule. [GC 4.3]
- Solution: Define "Schedule Manager" and use the term consistently across all three versions of the documents. [CD & GC]

141

Schedule Manager

- The Person responsible to create and keep current the Construction Progress Schedule and schedule of submittals for the Project. [CD]
- If the Project is being constructed under the Single-Prime contracting model, the Contractor is the Schedule Manager.

142

Schedule Manager

- If the Project is being constructed under the Multiple-Prime contracting model and the Estimated Construction Cost for the Project is less than \$500,000, the Lead Contractor is the Schedule Manager.
- If the Project is being constructed under the Multiple-Prime contracting model and the Estimated Construction Cost for the Project is \$500,000 or more, the Schedule Consultant is the Schedule Manager.

143

Schedule Manager

- If the Project is being constructed under the Construction Manager contracting model, the Construction Manager is the Schedule Manager.

144

72-Hour v. 5-Day Notice

- Problem: During our revision process in 2007, there was a legal opinion that the 72-Hour Notice was not in the O.R.C. and thus should not be included in the GC document.
- Something unexpected happened during a routine meeting with the Attorney General's Office on October 7, 2009.
- They gave us back the 72-Hour Notice!

145

Campaign Contributions

- Problem: A recent court decision ruled that the campaign contribution limits in the O.R.C. were unconstitutional.
- Solution: Revise the language in Article 8 of the Contract form [June 2009]:
 - The Contractor hereby certifies that neither the Contractor nor any of the Contractor's partners, officers, directors, shareholders nor the spouses of any such person have made contributions in excess of the limitations specified in O.R.C. Section 3517.13.

146

Article 8 Appeal

- Problem: The State Architect was receiving Article 8 appeals from projects administered by Institutions of Higher Education that were certified by the State Architect to perform Local Administration without SAO oversight or fees.
- Solution: Clarify the language in GC 8.11.1 to reinforce the process for appeal to the Institutional Designee.

147

Drug Free Workplace

- Problem: With previous language, we were unable to award contracts when the bidder was not enrolled in a OBWC-approved DFWP program prior to submitting its bid.
 - When the DFWP Executive Order was codified in 2006, it required DFWP prior to providing labor on site. The EO required the bidder to be enrolled prior to submission.

148

Drug Free Workplace

- Solution: Change the language in IB 2.10 [Conditions Precedent to Contract Award] to allow a bidder to become enrolled after bidding.
 - We do have a cleanup issue in the Solicitation that we need to correct.

149

Bid Advertising Period

- Problem: Legal Counsel issued guidance that we must provide one full week between each of the three dates for the bid advertisement.
- Solution: Language revised in the Instructions to the A/E to clarify this requirement. We will be revising the guidance in The SAO Manual as well.

150

What's New with the State's Contracts?

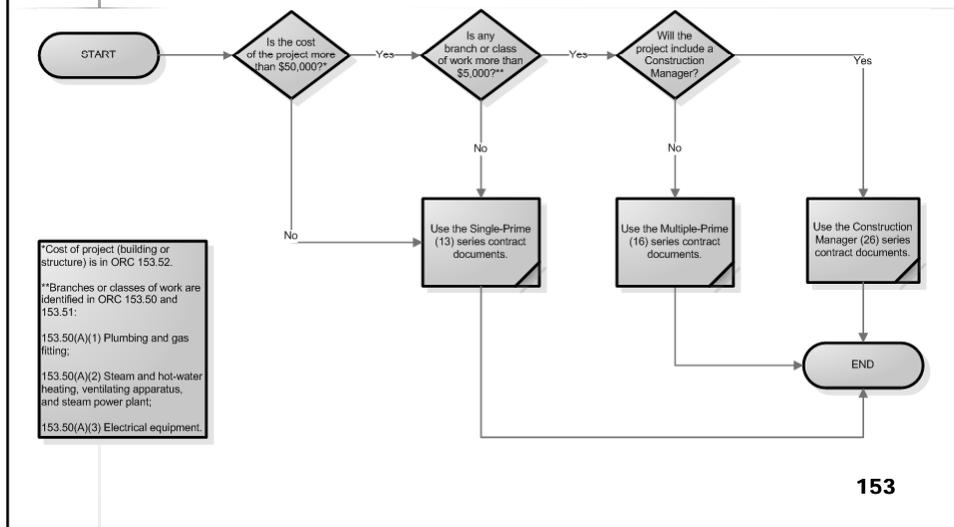
WHICH CONTRACT DOCUMENTS DO I USE?

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Document Series Matrix

Document Series	Single-Prime	Multiple-Prime (Lead)	Construction Manager
Table of Contents	M140-01-00 01 10-TC		
Solicitation	M140-01-00 10 00-NB		
Instructions to Bidders	M140-01-00 21 13-IB		
Bid Form	M140-01-00 41 13-BF	M140-01-00 41 16-BF	M140-01-00 41 26-BF
Bid Security Form	M140-01-00 43 13-BS		
Bidder's Qualifications	M140-01-00 45 13-BQ		
Contract Form	M140-01-00 52 13-CF	M140-01-00 52 16-CF	M140-01-00 52 26-CF
Performance and Payment Bond Form	M140-01-00 61 13-PB		
Contracting Definitions	M140-01-00 71 00-CD		
General Conditions	M140-01-00 72 13-GC	M140-01-00 72 16-GC	M140-01-00 72 26-GC
Supplementary Conditions	M140-01-00 73 00.13-AGY	M140-01-00 73 00.16-AGY	M140-01-00 73 00.26-AGY
Wage Rate Requirements	M140-01-00 73 43-WR		

Which Contract Do I Use?

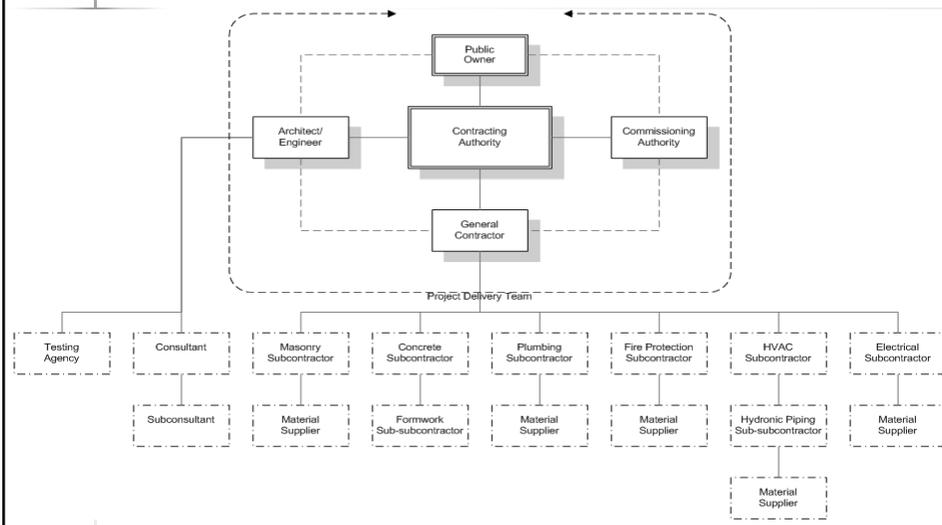


Standard Requirements

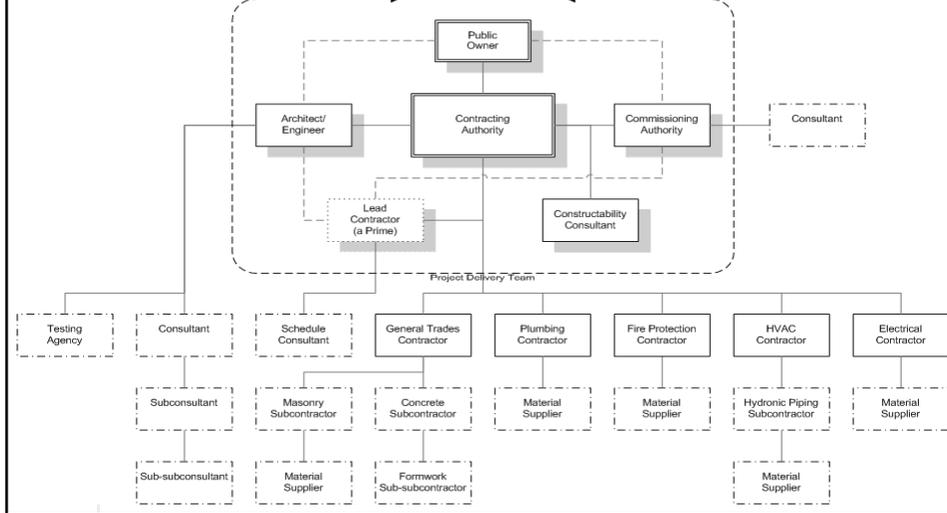
- 13 Stipulated Sum [Single-Prime Contract]
 - May be used only within statutory limits
 - Estimate for separate branch less than \$5,000
 - Does not apply if total [project] cost less than \$50,000
 - Avoid if phases overlap (becomes Multiple-Prime)
- 16 Stipulated Sum [Multiple-Prime Contract]
 - May be used when no CM
- 26 Construction Manager [Multiple-Prime Contract]
 - Must be used when a CM is engaged

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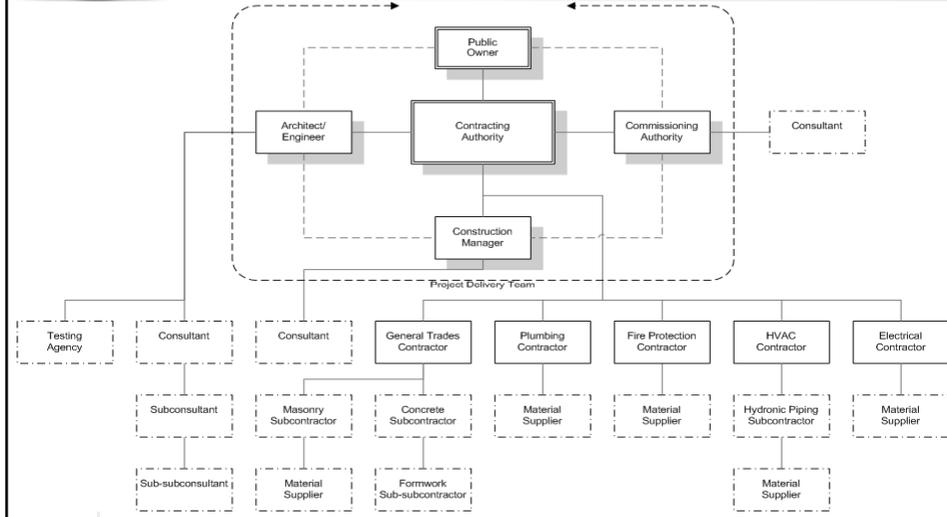
00 NN 13 - Stipulated Sum (Single-Prime Contract)



00 NN 16 - Stipulated Sum (Multiple-Prime Contract)



00 NN 26 - Construction Manager (Multiple-Prime)



Future Contracts? (OCRPs)

- 00 NN 13 - Stipulated Sum (Single-Prime Contract) General Contractor with Prequalified Bidders & Higher \$\$\$
- 00 NN 23 - Construction Manager (Single-Prime Contract) aka CM@Risk
- 00 NN 53 - Design-Build (Single-Prime Contract) with Best Value Selection and a Criteria A/E as Owner's agent

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What's New with the State's Contracts?

WHERE DO I GET THE DOCUMENTS?

159

Where do I get the Docs?

- The new SAO Web site is under construction (how ironic is that?):
 - Currently scheduled for completion and go-live on or about September 21, 2009.
- The link to our home page will remain <http://www.ohio.gov/sao> but the links to subordinate pages will change.
- The documents are absolutely free!

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State Architect's Office - Windows Internet Explorer

http://test.das.ohio.gov/Divisions/GeneralServices/StateArchitectsOffice/tabid/305/Default.aspx

Ohio.gov Department of Administrative Services

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Department of Administrative Services General Services

General Services » State Architect's Office

State Architect's Office

The State Architect's Office (SAO) oversees the design and construction of facilities for state agencies, boards, commissions and institutions of higher education.

The office has one other service unit, Energy Services. This section provides state clients with certain energy engineering design as well as energy auditing and contracting opportunities for the cost-effective, efficient use of energy resources for state government facilities and operations.

For the SAO performance evaluation, please click here. We appreciate your feedback.

Leadership Team

Capital Planning Services.....	Fred Holcomb	614.466.0630
Corrections Segment.....	Kevin Russell	614.644.5903
Energy Services.....	Lane J. Brougher	614.752.0013
Higher Education Segment.....	Ned Thiell	614.466.5426
Project Services.....	Crystal Canan	614.752.0454
Program Services.....	Lane J. Beougher	614.752.0013

Click here for a complete staff directory.

SAO Career Opportunities

General Contact ▾

Services ▾

Publications ▾

Documents ▾

- Forms
- Standard Requirements
- Policies

Hot Links ▾

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List of Standard Requirements Documents - Windows Internet Explorer

http://test.das.ohio.gov/Divisions/GeneralServices/StateArchitectsOffice/ListofStandardRequirementsDocuments/tab

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Department of Administrative Services General Services

General Services » State Architect's Office » List of Standard Requirements Documents

Standard Requirements for Public Facility Construction

State of Ohio
Standard Requirements for Public Facility Construction
(Front End)

Page last updated July 2, 2009

Multiple-Prime | Construction Manager | Single-Prime | Miscellaneous | Supplementary Documents

Reference Documents

Format	Number	Title	Date
PDF	M140-01-00 00 01-IA	Instructions to the Architect/Engineer	v0609
PDF	M140-01-00 00 02-VC	Version Control Document	v0609
PDF	M140-01	Consolidated document (includes Multiple-Prime, Construction Manager and Single-Prime versions for reference only)	v0609

General Contact

Services

Publications

- SAO eNews
- OCRCP Report
- Ohio Register Archive
- Sign up for SAO eNews
- Short List Report
- The SAO Manual

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Hot Links

List of Standard Requirements Documents - Windows Internet Explorer

http://test.das.ohio.gov/Divisions/GeneralServices/StateArchitectsOffice/ListofStandardRequirementsDocuments/tab

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Department of Administrative Services General Services

General Services » State Architect's Office » List of Standard Requirements Documents

Multiple-Prime - Contract

All projects with a bid opening scheduled on or after June 1, 2007, shall incorporate the Standard Requirements in the Contract Documents. With the use of the Standard Requirements, the Department's Special Conditions are no longer to be included in Contract Documents.

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

This index is updated as new or revised documents become available. New and revised documents are shown in red for two months following the issue date. Many of the documents are used in each project type.

Format	Number	Title	Date
Word	M140-01-00 01 10-TC	Table of Contents	v0609
Word	M140-01-00 10 00-NB	Solicitation (Notice to Bidders)	v0609
PDF	M140-01-00 21 13-IB	Instructions to Bidders	v0609
Word	M140-01-00 22 00-SI	Supplementary Instructions (Sample)	v0609
Word	M140-01-00 41 16-BF	Bid Form - Stipulated Sum (Multiple Prime Contract)	v0609
PDF	M140-01-00 43 13-BS	Bid Security Form	v0609
Word	M140-01-00 45 13-BQ	Bidder's Qualifications	v0609
Word	M140-01-00 52 16-CF	Contract Form - Stipulated Sum (Multiple Prime Contract)	v0609
PDF	M140-01-00 61 13-PB	Performance and Payment Bond Form	v0609
PDF	M140-01-00 71 00-CD	Contracting Definitions	v0609
PDF	M140-01-00 72 16-GC	General Conditions - Stipulated Sum (Multiple Prime Contract)	v0609
Word	M140-01-00 73 00-SC	Supplementary Conditions (Sample)	v0609
PDF	M140-01-00 73 43-WR	Wage Rate Requirements	v0609

SAO eNews

OCRCP Report

Ohio Register Archive

Sign up for SAO eNews

Short List Report

The SAO Manual

Documents

- Forms
- Standard Requirements
- Policies

Hot Links

- Alternative Dispute Resolution
- Auditor of State Findings for Recovery
- Capital Bill
- Capital Budget Information
- DAS Directives (page not found...)
- Domestic Steel
- Drug Free Workplace Program
- EDGE Program

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List of Standard Requirements Documents - Windows Internet Explorer

http://test.das.ohio.gov/Divisions/GeneralServices/StateArchitectsOffice/ListofStandardRequirementsDocuments/tab

Single-Prime* - Contract

All projects with a bid opening scheduled on or after June 1, 2007, shall incorporate the Standard Requirements in the Contract Documents. With the use of the Standard Requirements, the Department's Special Conditions are no longer to be included in Contract Documents.

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

*Single-Prime documents may only be used if the estimated cost for each branch or class of work is less than \$5,000 or the total cost is less than \$50,000.

This index is updated as new or revised documents become available. New and revised documents are shown in red for two months following the issue date. Many of the documents are used in each project type.

Format	Number	Title	Date
Word	M140-01-00 01 10-TC	Table of Contents	v0609
Word	M140-01-00 10 00-NB	Solicitation (Notice to Bidders)	v0609
PDF	M140-01-00 21 13-IB	Instructions to Bidders	v0609
Word	M140-01-00 22 00-SI	Supplementary Instructions (Sample)	v0609
Word	M140-01-00 41 13-BF	Bid Form - Stipulated Sum (Single-Prime Contract)	v0609
PDF	M140-01-00 43 13-BS	Bid Security Form	v0609
Word	M140-01-00 45 13-BQ	Bidder's Qualifications	v0609
Word	M140-01-00 52 13-CF	Contract Form - Stipulated Sum (Single-Prime Contract)	v0609
PDF	M140-01-00 61 13-PB	Performance and Payment Bond Form	v0609
PDF	M140-01-00 71 00-CD	Contracting Definitions	v0609
PDF	M140-01-00 72 13-GC	General Conditions - Stipulated Sum (Single-Prime Contract)	v0609
Word	M140-01-00 73 00-SC	Supplementary Conditions (Sample)	v0609
PDF	M140-01-00 73 43-WR	Wage Rate Requirements	v0609

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List of Standard Requirements Documents - Windows Internet Explorer

http://test.das.ohio.gov/Divisions/GeneralServices/StateArchitectsOffice/ListofStandardRequirementsDocuments/tab

Miscellaneous

Department's Construction CPM Schedule Specification (v0509)
 Department's Allowance/Procedure for CPM Schedule Specification (v0509)
 Construction Project Sign - Black & White
 Construction Project Sign - Color
 Bid Information Escrow Agreement - Sample Letter
 Bid Information Escrow Instructions - Sample Letter
 Department's Domestic Steel Policy

Supplementary Documents

Format	Number	Title	Date
Bowling Green State University			
PDF	M140-01-00 73 00 16-BGU-SC	Supplementary Conditions - Stipulated Sum (Multiple-Prime Contract)	v0608
Cleveland State University			
PDF	M140-01-00 73 00 26-CL-SC	Supplementary Conditions - Construction Manager (Multiple-Prime Contract)	v0708
Columbus State Community College			
PDF	M140-01-00 73 00 16-CT-SC	Supplementary Conditions - Stipulated	v0308

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The screenshot shows a web browser window titled "State Architect's Office Documents - Windows Internet Explorer". The address bar shows a URL starting with "http://test.das.ohio.gov/Divisions/GeneralServices/StateArchitectsOffice/StateArchitectsOfficeDocuments/tabid/383/". The main content area displays a table of documents under the heading "100 Acquisition".

Format	Number	Title	Date
Word	C110-01	A/E Agreement (Stipulated Sum)	v0109
Word	C110-02	A/E Amendment	v0207
Word	C110-04	A/E Agreement with Construction Manager	v0207
Word	C120-01	Construction Manager Agreement (Contact SAO)	v0207
Word	C140-02	Certification of Contractor Contract Requirements	v0406
Excel	F110-01	A/E Payment Request	v1108
Word	F110-02	A/E RFQ (SAO-administered projects)	v0609
Excel	F110-03	A/E Agreement Summary	v0508
Word	F110-06	Equal Employment Opportunity Requirements	v1108
Word	F110-12	EDGE Participation/Intent to Perform	v0508
Word	F110-13	EDGE Participation/Demonstration of Good Faith Effort	v0306
Word	F110-14	A/E RFQ (Locally-administered projects)	v1208
Word	F110-99	Professional Services Evaluation	v0608
Word	F110-330	Statement of Qualifications (Word)	v0809
PDF	F110-330	Statement of Qualifications (PDF)	v0809
Excel	F120-01	Construction Manager Payment Request	v0505
Word	F120-06	Construction Manager RFQ (SAO-administered projects)	v1208
Word	F120-07	Construction Manager RFQ (Locally-administered projects)	v1208
Excel	F140-01	Contractor Payment Request	v1108
Excel	F140-02	Contractor Payment Request - Short Version	v1108
Word	F140-99	Contractor Evaluation	v0609
Various	M140-01	Standard Requirements	v0609

On the right side of the browser window, there is a navigation menu with sections: "Requests for Qualifications" (containing "SAO College"), "Publications" (containing "SAO eNews", "OCR Report", "Ohio Register Archive", "Sign up for SAO eNews", "Short List Report", "The SAO Manual"), "Documents" (containing "Forms", "Standard Requirements", "Policies"), and "Hot Links" (containing "Alternative Dispute Resolution", "Auditor of State Findings for Recovery", "Capital Bill", "Capital Budget Information"). The number "166" is displayed at the bottom right of the menu area.

What's New with the State's Contracts?

HOW DO I CREATE THE PERFECTLY INTEGRATED PROJECT MANUAL?

167

Design and Specification Guidelines

- Buy Ohio [ORC 153.012]
- Domestic steel [ORC 153.011]
- Specify institutional grade materials
- Match existing materials
- Hazardous materials abatement
- Sole source specifications [Contracting Authority authorization in writing]

168

Project Manual Development

- Use the current *State of Ohio Standard Requirements for Public Facility Construction* 2007 Edition [Aug. 2009]
- Approved Supplementary Documents
- Prevailing wage rates
- A/E's technical specifications
- MasterFormat 2004 Edition as revised
 - 50 Divisions / 6- to 8-digit numbers

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Standard Requirements

Table 0207.J.2 in the SAO Manual

- A/E must modify
 - 00 01 10 - Table of Contents
 - 00 10 00 - Solicitation
 - 00 41 NN - Bid Form [NN = 13, 16, or 26]
 - 00 45 13 - Bidder's Qualifications
- A/E may modify
 - 01 21 00 - Allowances
 - 01 32 16 - Construction Progress Schedule

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Standard Requirements

- A/E must not modify
 - 00 21 13 - Instructions to Bidders
 - 00 22 00 - Approved Supplementary Instructions
 - 00 43 13 - Bid Security Form
 - 00 52 NN - Contract Form
 - 00 61 13 - Performance and Payment Bond
 - 00 71 00 - Contracting Definitions
 - 00 72 NN - General Conditions
 - 00 73 00 - Approved Supplementary Conditions
 - 00 73 43 - Wage Rate Requirements

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Supplementary Conditions

- Institution-wide policies and working conditions [smoking, noise / dust / vibration control, parking, etc.]
- Must be approved by SAO [technical] and Attorney General [legal] with electronic signature of DAS Director
- Must be reviewed and renewed every two years
- May revise annually for re-approval

172

Table of Contents

- Select which version of contract [13, 16, or 26] is being used and delete the other two.
- Add the General Requirements and technical specification sections and mark unused Subgroups and Division as "Not Used."
- Delete the notes in yellow boxes.

173

Solicitation

- A/E to prepare and include:
 - Project number & name
 - A/E contact information
 - Location, date, & time of Bid Opening
 - Location, date, & time of Pre-Bid Meeting
 - Domestic Steel notice per ORC
 - Location where Contract Documents are available for purchase at cost
 - Estimate for each base bid and alternate
 - EDGE participation goal
- Distribute the contract documents to all listed plan rooms [add, but don't delete]

174

Bid Form

- Use the appropriate contract version [13, 16, 26] for the project
- Edit the following:
 - The location where bids are to be received
 - The project information
 - The time for completion

175

Bid Form

- Carefully coordinate the Allowances, Unit Prices, and Alternates for each trade or Bid Package and delete unused items
 - Insert information where identified with square brackets [Insert] and delete the brackets
- Coordinate the Bid Packages in the Combined Bid
- Delete the notes in yellow boxes

176

Bidder's Qualifications

- Edit the Project number and name on Pages 1 and 4 [EDGE form]
- Everything else remains the same

177

Distribution of Contract Documents

- Announce project on ci.oaks.ohio.gov
- SAO projects are available for download through the DAS FTP site
- Paper Contract Documents available at cost of reproduction [non-refundable]
- Plan rooms allow public access to electronic documents and printing
- Bidders may obtain full or partial sets

178

Pre-bid Conference

- Attendance encouraged but not mandatory (driven by case law)
- Keep and distribute minutes and attendance list
- Issue Addenda if clarifying the Contract Documents or answering questions of substance

179

Addenda

- Issue any interpretations or clarifications in writing
- PM should review Addenda prior
- Standard Contract Documents are not subject to changes by Addendum unless through approved Supplementary Documents
- Issue 72 hours before Bid opening or automatic 7 day extension per ORC

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Questions?

181

F110-330 Statement of Qualifications

■ Part I

- A – Contract Information
- B – A/E Point of Contact
- C – Proposed Team Members

The form is titled "STATEMENT OF QUALIFICATIONS" and "PART I - CONTRACT SPECIFIC QUALIFICATIONS". It is divided into three main sections: A, B, and C.

- Section A: CONTRACT INFORMATION** includes fields for PROJECT NUMBER, PROJECT NAME, PROJECT LOCATION, and PROJECT OWNER.
- Section B: A/E POINT OF CONTACT** includes fields for PROJECT NUMBER, PROJECT NAME, PROJECT LOCATION, and PROJECT OWNER.
- Section C: PROPOSED TEAM** is a table with columns for "PROPOSED TEAM MEMBER", "13. FIRM", "14. ADDRESS", and "15. ROLE IN THIS CONTRACT". It contains multiple rows for listing team members.

At the bottom right of the form, it says "F110-330 - STATEMENT OF QUALIFICATIONS Page 11 of 11".

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F110-330 Statement of Qualifications

■ Part I

- D – Organizational Chart

The form is titled "D. ORGANIZATIONAL CHART OF PROPOSED TEAM" and "F110-330 - STATEMENT OF QUALIFICATIONS". It is a large, empty rectangular box intended for drawing an organizational chart.

At the bottom right of the form, it says "F110-330 - STATEMENT OF QUALIFICATIONS Page 12 of 11".

185

F110-330 Statement of Qualifications

- E – Resumes of key personnel
 - Lists experience on up to five projects

E

186

F110-330 Statement of Qualifications

- F – Example projects that best illustrate the qualifications of proposed team
 - Up to ten projects

F

187

F110-330 Statement of Qualifications

- F – Relevant project experience matrix
 - Ohio-specific page to display how the example projects relate to the current project

188

F110-330 Statement of Qualifications

- G – Key personnel participation on example projects
 - Displays level of past collaboration of proposed team members

189

F110-330 Statement of Qualifications

- H – Additional information
 - Used to identify any project-specific qualifications requested by the Contracting Authority

H

190

F110-330 Statement of Qualifications

- H – Commitment to participate in the EDGE program
- I – authorized signature

H

COMMITMENT TO PARTICIPATE IN THE EDGE BUSINESS ASSISTANCE PROGRAM

Professional Services Firm: Mark only one option.
Use "X" or "I" to mark option(s) to be applied award amount.
If marking Option B, also show percentage of proposed participation.

Option A
The Firm commits to meet or exceed the advertised EDGE Participation Goal of 8% of the Contract award amount, calculated as a portion of the Basic Services Fees plus all approved Additional Services Fees and Reimbursable Expenses, by using EDGE-certified Business Enterprises.

The Firm agrees that if selected for consideration of the Contract, it shall provide to the Contracting Authority, at the location required within 10 business days after receiving notice from the Contracting Authority, its Technical Proposal, including a Certified Statement of Intent To Contract and To Perform form for each EDGE-certified Business Enterprise proposed for use by the Firm if awarded the Contract for this Project.

Option B (also indicate percentage - see text)
The Firm does not meet the advertised EDGE Participation Goal percentage, but if awarded the Contract for this Project, commits to provide _____ % of the Contract award amount, calculated as a portion of the Basic Services Fees plus all approved Additional Services Fees and Reimbursable Expenses, by using EDGE-certified Business Enterprises.

The Firm acknowledges it understands the requirement for its provide and agrees to provide to the Contracting Authority, if selected for consideration of the Contract, within 10 business days after notice from the Contracting Authority, a letter requesting a waiver of the EDGE participation goal percentage on the Firm's letterhead with a detailed Demonstration of Good Faith from describing its efforts undertaken prior to submitting its Statement of Qualifications to meet the advertised EDGE Participation Goal percentage for the Contract for this Project, and all documentation by subsidiaries as applicable.

The Firm commits to provide to the Contracting Authority at the location required within 10 business days after receiving notice from the Contracting Authority, its Technical Proposal, including a Certified Statement of Intent To Contract and To Perform for each EDGE-certified Business Enterprise proposed for use by the Firm if awarded the Contract for this Project.

Option C
The Firm declares that the Firm is an EDGE-certified Business Enterprise and that if awarded the Contract, the EDGE Participation percentage will be 100% of the Contract award amount.

BY SIGNATURE: _____ IN TITLE: _____
DATE: _____

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F110-330 Statement of Qualifications

- Part II - General Qualifications of the firm

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Evaluate Responses

- Statements of Qualifications (SOQ) evaluated by:
 - Overall presentation
 - Firm's and consultants' experience and qualifications
 - Understanding of and sustainability for the Project
 - Staff qualifications and experience
 - Relationship of primary firm and proposed consultants

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Thank You!

State of Ohio

Ted Strickland, Governor

Department of Administrative Services

Hugh Quill, Director

Jeff Westhoven, Deputy Director

Craig Weise, State Architect

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