



Ohio Department of Administrative Services

Bob Taft, Governor

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Roger B. Booker, AIA, State Architect, Office of the State Architect

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State Architect's Office

SAO College

Seminars for the Design & Construction Industry
Spring Semester - April 2003

SAO College Spring Semester 2003

Dates and Locations...

Cleveland - Friday, April 4

8 a.m. - 4 p.m.
Cleveland State University
Convocation Center
2000 Prospect Ave.
Cleveland, OH 44115

Registrations due: March 31

Cincinnati - Thursday, April 17

8 a.m. - 4 p.m.
Sharonville Convention Center
Northern Cincinnati
11355 Chester Road
Sharonville, OH 45246

Registrations due: April 11

Columbus - Tuesday, April 22

8 a.m. - 4 p.m.
Radisson Hotel & Convention Center
Columbus Airport
1375 N. Cassady Ave.
Columbus, OH 43219

Registrations due: April 16

Overview...

Sponsored by the State Architect's Office (SAO), SAO College provides an excellent opportunity for attendees to learn more about the SAO process and the management of state projects.

The seminar covers topics such as plan reviews and permits, constructability reviews, scheduling, construction administration, the architect-engineer selection process, the contractor bid award process, partnering, change orders, claims and liens. Other topics include the new Drug-Free Workplace Program for construction contracts, the new 2003 DAS Standard Conditions of Contract for Construction (Front End) and demonstrations of the newly automated Contractor, Associate and Construction Manager payment request forms.

If you attended last year's SAO College, you'll notice that similar topics are offered at a basic level plus more in-depth information is being presented on selected topics. No presentation will be an exact repeat from last year. All topics are presented by an SAO staff expert in conjunction with a specialist from the architectural, construction or legal community, or from a state agency, college or university.

Who Should Attend...

Architects	Contractors	Marketing Professionals	State College Representatives
Construction Managers	Engineers	Project Managers	State University Representatives
Consultants	Legal Counselors	State Agency Representatives	Subcontractors

Note: All levels of staff are encouraged to attend, especially those who specifically deal with the issues being presented.

Continuing Education Credits...

Graduates of SAO College Spring Semester will be awarded up to:

- 6 learning units from the American Institute of Architects (AIA)
- 6 credits in Business from the Ohio Construction Industry Examining Board (OCIEB)

All attendees will be mailed a certificate of attendance from the State Architect's Office following the seminar.

Agenda and Registration...(Online registrations: www.ohio.gov/saoregistration)

The registration fee is **\$175 per person** (includes all seminar materials, breakfast, buffet lunch and refreshments). Registrations are due by the dates listed above to ensure a seat. See inside for the agenda, registration form and payment information. A confirmation letter or e-mail with directions and parking information will be sent to all registrants. For questions call Angela Carder at 614.752.0448 or via e-mail at angela.carder@das.state.oh.us.

Schedule for the Day (choose one breakout session for each time frame)

An expert from the State Architect's Office (SAO) and another specialist from the architectural, construction or legal community, or from a state agency, college or university will co-present most sessions. A final list of presenters will be available at the seminar. Times shown include a 10-minute break between sessions.

8 a.m. Registration, Continental Breakfast (registration area)

8:30 a.m. Welcome by Roger B. Booker, AIA, State Architect (main ballroom)

**9 - 10 a.m. (All) It's What's Up Front That Counts*
New Standard Conditions of Contract for Construction - 2003**

Tract Leader: W. Bruce Curtis, SAO

Co-presenter: Roger B. Booker, AIA, SAO

- Summary of Front End changes
- Instruction Sheets for Associates, Notice to Bidders & Bid Form
- Instructions to Bidders & Gen. Conditions
- Refer to Front End at www.ohio.gov/sao

**Also offered at 2 p.m.*

9 - 10 a.m. (O, C, CM)* Getting the Buzz Out of Construction Updates to the Drug-Free Workplace Program for Construction Contracts

Tract Leader: Keith Wagenknecht, AIA, SAO

Co-Presenter: Varies

- Drug-Free Workplace Program and Drug-Free EZ for small employers
- How construction companies benefit
- How to comply with the governor's executive order

**9 - 10 a.m. (All) SAO Finally Throws Out the Typewriter*
New Contractor Payment & Change Order Forms**

Tract Leader: Fred Holcomb, SAO

Co-presenter: Kathy Stewart, SAO

- Electronic form (Microsoft Excel)
- What you need, where to get it and how to do it

**Also offered at 11 a.m.*

10 - 11 a.m. (All) Money Is Not Everything Contractor Bid Evaluation Process/ New RBI Form/Responsibility Policy

Tract Leader: Arden Freeman, AIA, SAO

Co-presenter: Varies

- Apparent Low Bidder vs. recommended Responsible Bidder
- New SAO policy for Contractor bid eval.
- Preparing the Responsible Bidder Information (RBI) form
- How is the RBI form used?

10 - 11 a.m. (All) Let's All Share the Load Construction Administration 101 /Scheduling

Tract Leader: Tom Kovacs, SAO

Co-presenter: Varies

- Open communication/proper documentation
- Review of schedule activities/updates
- What does Critical Path mean?
- How do we achieve close out?

**10 - 11 a.m. (O, AE, CM) The Buck Starts Here!*
New Payment Forms for CMs and Associates**

Tract Leader: Thomas R. Poulton, AIA, SAO

Co-presenter: Yvonne "Yogi" Gerhart, SAO

- A new format and process
- Automated format will assist and improve applications (Microsoft Excel)
- Future pay requests handled online

**Also offered at 3 p.m.*

11 a.m. - Noon (O, AE, CM) Making the Cut Identifying the Biggest Associate Mistakes in the Selection Process

Tract Leader: Thomas R. Poulton, AIA, SAO

Co-presenter: Varies

- Why relevant information is important on the ADM-0255 form
- Identifying the right personnel in the application
- The need for improved Consultants' responses

**11 a.m. - Noon (All) SAO Finally Throws Out the Typewriter*
New Contractor Payment & Change Order Forms**

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- Electronic form (Microsoft Excel)
- What you need, where to get it and how to do it

**Also offered at 9 a.m.*

†(Primary Audience: All, AE=Architect/Engineer, C=Contractor, CM=Construction Manager, O=Owner)

Schedule Continued (choose one breakout session for each time frame)

11 a.m. - Noon (All) **The Dynamic Duo: Time & Money Construction Administration 201 /Scheduling**

*Tract Leader: W. Bruce Curtis, SAO
Co-presenter: Varies*

- Managing a moving target
- Navigating the paperwork & process
- Scheduling a path to success

Noon **Buffet Lunch (main ballroom)**

12:30 - 2 p.m. (All) **Lunch Presentation: Open Panel Discussion (main ballroom)**

Moderator: Roger B. Booker, AIA, SAO

Panel Members:

Various experts representing special segments of the industry, such as Contractors, Construction Managers, Associates and Owners as well as representatives from the State Architect's Office.

Discussion topics may include:

- Challenges/questions from the floor
- Appropriate uses of CM services
- Alternative construction delivery
- Responsive/responsible criteria

2 - 3:30 p.m. (All) **Three Ways to Make Easy Money Project Partnering/Claims/ADR**

Tract Leader: Keith Wagenknecht, AIA, SAO

Co-presenters: Gene Belev, Dynalectric Co. (retired)

Michael Tarullo, Schottenstein Zox and Dunn

Mary Jo Champion, American Arbitration Assoc.

Sharon Obert, American Arbitration Assoc.

- Establish and maintain trust
- Proactive, not reactive
- Avoiding claims
- Alternative Dispute Resolution (ADR)

2 - 3:30 p.m. (All) **Stay Out of Trouble - Things to Know About Building Codes & Permits Highlights of New Policies & the State Permit Process**

Tract Leader: Arden Freeman, AIA, SAO

Co-presenters: Jeffrey S. Tyler, Industrial Compliance and Chief Michael G. Kraft, State Fire Marshal

- Working with building & fire code authorities to achieve plan approval
- What is the new permit fee schedule?
- What is the difference between plan approval process & field inspector process?
- When things go wrong - what are the correct steps of action?

2 - 3 p.m. (All) **It's What's Up Front That Counts* New Standard Conditions of Contract for Construction - 2003**

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Co-presenter: Roger B. Booker, AIA, SAO

- Summary of Front End changes
- Instruction Sheets for Associates, Notice to Bidders & Bid Form
- Instructions to Bidders & Gen. Conditions
- Refer to Front End at www.ohio.gov/sao

**Also offered at 9 a.m.*

3 - 4 p.m. (O, AE, CM)+ **The Buck Starts Here* New Payment Forms for CMs and Associates**

Tract Leader: Thomas R. Poulton, AIA, SAO

Co-presenter: Yvonne "Yogi" Gerhart, SAO

- A new format and process
- Automated format will assist and improve applications (Microsoft Excel)
- Future pay requests handled online

**Also offered at 10 a.m.*

NOTE: Open One-on-One Sessions Available 9 a.m. - Noon & 2 - 4 p.m.

Presenters not in session will be available during the above times for one-on-one discussions and questions.

SAO thanks the following individuals and organizations for their assistance in presenting these seminars.*

**American Arbitration Association
Columbus State Community College
Construction Process Solutions
Gene Belev, Dynalectric (retired)
Messer Construction Company
Ohio Bureau of Workers' Compensation
Ohio Department of Commerce,
Division of Industrial Compliance
Ohio Department of Commerce,
State Fire Marshal's Office
Ohio Department of Rehabilitation &
Correction
Regency Construction Services, Inc.
Schottenstein Zox and Dunn**

**as scheduled*

+(Primary Audience: All, AE=Architect / Engineer, C=Contractor, CM=Construction Manager, O=Owner)

SAO College Spring Semester 2003

Registration Form

SAO College Spring Semester 2003

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(Registrations due: March 31)

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(Registrations due: April 11)

___ **Columbus - April 22**

(Registrations due: April 16)

Tuition: \$175 per person (includes all seminar materials, breakfast, buffet lunch and refreshments). Please mail your registration form to the address below along with your personal/business check or money order made payable to **Treasurer, State of Ohio**. While payment is accepted the day of the event, payment with registration is appreciated. Credit cards and cash are not accepted. Cancellations will be taken until the registration deadline only. Full refunds will be granted if cancellations are made on or prior to this date. All cancellations after the registration deadline are subject to a 50 percent refund policy.

Mail payments to:

General Services Division
Attention: Business Office
4200 Surface Road
Columbus, OH 43228-1395

Convenient online registration:
<http://www.ohio.gov/saoregistration>

Online reservations & directions: www.ohio.gov/saoregistration. Fax reservations: 614.644.7982. Questions: 614.752.0448 or angela.carder@das.state.oh.us. Prior to the seminar, confirmation letters or e-mails with directions will be forwarded to all registrants.

Name _____ Title _____

Company _____ E-mail _____

Phone _____ Fax _____

Address _____

City _____ State _____ ZIP _____

Special Assistance Needed: _____

(Note: All facilities are barrier-free. Buffet lunches will include a vegetarian selection.)

Seminar Choices (please choose only one per time frame):

Topic selections are on a first-come, first-served basis. You will be notified if your session is full.

9 - 10 a.m.

- ___ It's What's Up Front That Counts*
- ___ Getting the Buzz Out of Construction
- ___ SAO Finally Throws Out the Typewriter*

10 - 11 a.m.

- ___ Money Is Not Everything
- ___ Let's All Share the Load
- ___ The Buck Starts Here!*

11 a.m. - Noon

- ___ Making the Cut
- ___ SAO Finally Throws Out the Typewriter*
- ___ The Dynamic Duo: Time & Money

2 - 3:30 p.m.

- ___ Three Ways to Make Easy Money
- ___ Stay Out of Trouble - Things to Know About Building Codes & Permits

2 - 3 p.m.

- ___ It's What's Up Front That Counts*

3 - 4 p.m.

- ___ The Buck Starts Here!*

*Session offered more than once.

Note: Presenters not in session will be available from 9 a.m. - noon and 2 - 4 p.m. for one-on-one discussions.

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