

The State Architect's Office presents...

SAO College

Seminars for Ohio's Design & Construction Industry
Spring Semester - April 2004



Ohio Department of Administrative Services

Bob Taft, Governor

Scott Johnson, Director

Greg Jackson, Ohio Chief Information Officer

Nikki Guilford, Assistant Director

General Services Division

Richard M. Hickman, Deputy Director

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

4200 Surface Road

Columbus, OH 43228-1395

v: 614.466.4761; f: 614.644.7982



SAO College Spring Semester 2004

Thurs., April 8, 2004

8 a.m. - 3:30 p.m. (Registration 7:30 a.m.)
Cleveland State University
Convocation Center
2000 Prospect Ave.
Cleveland, OH 44115
Registrations due: April 1

Tues., April 20, 2004

8 a.m. - 3:30 p.m. (Registration 7:30 a.m.)
Sharonville Convention Center
Northern Cincinnati
11355 Chester Road
Sharonville, OH 45246
Registrations due: April 15

Wed., April 28, 2004

8 a.m. - 3:30 p.m. (Registration 7:30 a.m.)
Columbus Marriott Northwest
Tuttle Crossing Exit off I-270
5605 Paul G. Blazer Memorial Parkway
Dublin, OH 43017
Registrations due: April 22

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 updates to the new EDGE (Encouraging Diversity, Growth and Equity) program, CSI MasterFormat 04, Sustainable Design and the LEED (Leadership in Energy & Environmental Design) program. Attendees will learn how to prepare the ADM-0255 form, properly invoice for professional services and construction contracts, issue change orders and close out projects. Other topics include building codes and permits, partnering and interior design. A panel discussion will focus on the use of shared construction schedule Consultant services.

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, state college or state university.

Who should attend...

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

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 may be awarded up to:

- 6.5 learning units from the American Institute of Architects (AIA)*
- 6.5 credits in business from the Ohio Construction Industry Examination Board (OCIEB)*
- 6.5 CEU credits for CPSMs from the Society for Marketing Professional Services (SMPS)*

**Subject to AIA, OCIEB or SMPS criteria. All attendees will be mailed a certificate of attendance from the State Architect's Office following the seminar.*

Registration, tuition and payments...

Online registrations preferred: <http://www.gsd.das.state.oh.us/sao/saoregistration.htm>. Fax registrations: 614.644.7982.

The registration fee is **\$175 per person**. Registrations are due by the deadline date to ensure a seat. See registration form for payment information, registration deadlines and cancellation policies. A confirmation e-mail will be sent to all registrants. Those with questions may contact Angela Carder at 614.752.0448 or via e-mail at angela.carder@das.state.oh.us.



Morning schedule...

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.

7:30 - 8 a.m.

Registration, Continental Breakfast (registration area)

8 - 8:15 a.m.

Welcome by Roger B. Booker, AIA, State Architect (main ballroom)

8:30 - 9:30 a.m. (choose one class)

What's the Big Deal?

(CSI MasterFormat 04)

Tract Leader: Nick Cassidy, SAO

Co-presenter: Lane Beougher, Braun & Steidl Architects

- History of MasterFormat
- Expand MasterFormat
- Describe new outline
- Proposed dates of application
- Manual of practice update

Primary Audience: A, C, CM, O*

Green Building - It's Not the Color of the Building

(Sustainable Design and the LEED Program)

Tract Leader: Oscar Zanganeh, P.E., C.E.M., Energy Services, SAO

- Co-presenters: Scott Huffman & Bart Grunenwald, Heapy Engineering*
- Leadership in Energy & Environmental Design (LEED) overview & update
 - LEED specifics & considerations
 - Sustainable Design

Primary Audience: A, C, CM, O*

Forms/Schmorms - Let Me Design!

(New SAO Forms for Associates & CMs)

Tract Leader: Fred Holcomb, SAO

Co-presenter: Kathy Stewart, SAO

- New Associate payment request
- New CM payment request
- Change Order billings
- Agreement billings
- Reimbursables
- Other new forms

Primary Audience: A, CM, O*

9:30 - 11 a.m. (choose one class)

It's What's Up Front That Counts

(May 2003 Front End)

Tract Leader: W. Bruce Curtis, SAO

Co-presenter: Kevin Russell, SAO

- Summary of changes
- New Bid Information Escrow process
- Subcontractor/Mat'l Supplier approvals
- Construction Manager project

Primary Audience: A, C, CM, O*

Are We Done Yet?

(Closing Out a Project)

Tract Leader: Arden E. Freeman, AIA, SAO

Co-presenter: Thomas I. Converse, Renouveau Design, Inc.

- Who is responsible for what?
- Scheduling/closeout activities
- Closeout checklist
- Retainage issues

Primary Audience: A, C, CM, O*

Making the Cut

(AE, CM and Consultant Application Process)

Tract Leader: Thomas R. Poulton, AIA, SAO

Co-presenter: Varies

- Preparing the ADM-0255 form
- Identifying the right team
- Avoiding common mistakes
- Federal SF 330 form update
- Pre-qualified Consultant services

Primary Audience: A, CM, O*

11 a.m. - Noon (choose one class)

Hey, I'm a Contractor, Not an Accountant!

(New SAO Forms for Contractors)

Tract Leader: Fred Holcomb, SAO

Co-presenter: Kathy Stewart, SAO

- New Contractor payment request
- Subcontractor & Mat'l Supplier form
- Change Orders and other new forms

Primary Audience: C, O*

Let's Start with a Plan

(Dealing with Interior Office Changes)

Tract Leader: Becky Wendel, IDS, SAO

Co-presenter: Jennifer Frear, IDS, SAO

- Intro to Interior Design Services (IDS)
- Apply DAS office guidelines
- Prepare programming
- Begin office planning

Primary Audience: O*

I Made the Cut - Now What?

(Securing the AE, CM and Consultant Contract)

Tract Leader: Thomas R. Poulton, AIA, SAO

Co-presenter: Varies

- Interviewing techniques
- Technical Proposal guidelines
- Fee Proposal guidelines
- Getting started processes

Primary Audience: A, CM, O*

*Primary Audience: A = Associate, C = Contractor, CM = Construction Manager, O = Owner (State Agency or College/University)



Afternoon schedule...

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.

Noon - 12:30 p.m.

Buffet Lunch (main ballroom)

12:30 - 2 p.m.

Lunch Presentation: Open Panel Discussion

Moderator: Roger B. Booker, AIA, SAO

Panel Members: Varies

- Use of shared construction schedule Consultant services

Primary Audience: A, C, CM, O

2 - 3:30 p.m. (choose one class)

Stay Out of Trouble

(Building Codes & Permits)

Tract Leader: Arden E. Freeman, AIA, SAO

Co-presenter: Jeffrey S. Tyler, Ohio Dept. of Commerce

- Achieving plan approvals
- New permit fee schedule
- Plan approvals/field inspections
- When things go wrong

Primary Audience: A, C, CM, O

A New Way to Score Points

(EDGE Program)

Tract Leader: Roger B. Booker, AIA, SAO

Co-presenter: W. Bruce Curtis, SAO

- Program definition
- Application/certification
- Scoring
- Mentor/protégé

Primary Audience: A, C, CM, O

Three Ways to Make Easy Money

(Project Partnering/Claims/ADR)

Tract Leader: Keith Wagenknecht, AIA, SAO

Co-presenter: Varies

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

Primary Audience: A, C, CM, O

Comments from satisfied attendees...

"As an Associate new to working with DAS, I found SAO College very helpful. Looking forward to next session." - Burt Hill Kosar Rittelman Associates

"My first time at SAO College. Excellent program, info and staff. It's refreshing to see quality personnel working for a public agency." - Dick Corporation

"Very informative!" - Ohio Department of Mental Health

"Overall, a good introduction to complex topics. Speakers could answer questions on any level. I have a good grip on what to study in greater depth." - Doty & Miller Architects

"Once again the SAO has presented a fantastic program to communicate valuable information to the project community. Everyone getting the same message is the way to build partnerships." - Administrative Controls Management, Inc.

"Overall an excellent program. I will be looking forward to next year." - Regency Construction Services, Inc.

Questions...

Contact Angela Carder at 614.752.0448 or via e-mail at angela.carder@das.state.oh.us.

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SAO College Spring Semester 2004



Cleveland ~ April 8

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Cincinnati ~ April 20

(Registrations due: April 15)

Columbus ~ April 28

(Registrations due: April 22)

Tuition: \$175 per person

Please mail your registration form along with your personal/business check or money order made payable to Treasurer, State of Ohio to: Ohio Dept. of Administrative Services, General Services Division, Attention: Business Office, 4200 Surface Road, Columbus, OH 43228-1395. While payment is accepted the day of the event, payment with registration is appreciated. Sorry, cash is not accepted. Paid cancellations received before the registration deadline will be refunded 100 percent (upon request); paid cancellations received after the registration deadline will be refunded 50 percent. All non-paid cancellations after the registration deadline and all no shows will be billed at 50 percent of the registration fee.

Online reservations and directions: <http://www.gsd.das.state.oh.us/sao/saoregistration.htm>. Fax reservations: 614.644.7982.

Questions: Contact Angela Carder at 614.752.0448 or via e-mail at angela.carder@das.state.oh.us.

Name (Mr./Mrs./Ms.) _____ Title _____

Company _____ E-mail _____

Phone _____ Fax _____

Address _____

City _____ State _____ ZIP _____

Special assistance needed: _____

(Note: The Columbus Marriott Northwest is accessible to all guests and visitors. Buffet lunch includes vegetarian and non-vegetarian selections.)

Seminar choices...

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

8:30 - 9:30 a.m. (choose one class)

What's the Big Deal?
(CSI MasterFormat 04)

Green Building - It's Not the Color of the Building
(Sustainable Design and the LEED Program)

Forms/Schmorms - Let Me Design!
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Let's Start Out with a Plan
(Dealing with Interior Office Changes)

I Made the Cut - Now What?
(Securing the AE, CM & Consultant Contract)

Noon - 2:30 p.m.

Lunch Presentation: Open Panel Discussion
(Use of Shared Construction Schedule Consultant Services)

2 - 3:30 p.m. (choose one class)

Stay Out of Trouble
(Building Codes & Permits)

A New Way to Score Points
(EDGE Program)

Three Ways to Make Easy Money
(Project Partnering/Claims/ADR)