

Inside this issue:

- SAO career opportunities
- SAO welcomes new staff members
- Form and contract updates
- Drug-Free Workplace Program clarification
- DAS proposes revised energy rules
- Columbus State completes Delaware Hall fitness room addition
- Dedication and groundbreaking ceremonies held at Camp Perry
- New Web site launched
- Utilizing the help desk for OAKS CI projects
- OAKS CI user agreement reminders
- 2009 SAO College attended by more than 350 people
- SAO holiday gift reminder

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SAO career opportunities



SAO is currently seeking and interviewing candidates for several positions within the State Architect's Office.

We are seeking a motivated and experienced registered architect to provide project management for assigned projects affecting the planning, design, bidding and construction of capital improvement projects for the State of

Ohio. Responsibilities include managing project scope, budget, schedule, quality assurance/control and risk management.

SAO also is seeking candidates for the following positions: project coordinator, capital planning services coordinator and management analyst supervisor 1. Additional information on qualifications, responsibilities and benefits are available at <http://agency.governmentjobs.com/ohio/> (Under search criteria, click on Administrative Services).

The State of Ohio offers a competitive salary, comprehensive benefits package and a professional working environment. Applicants may apply electronically at <http://Careers.Ohio.gov> (search using Administrative Services) or submit an application to:

Ohio Department of Administrative Services
Office of Employee Services
30 E. Broad St., Room 4001
Columbus, Ohio, 43215-3414

SAO welcomes new staff members

SAO would like to welcome several new employees to our staff: Carolyn McClure, Ramsey Najjar, William Ramsey and Christina Ringley.

Carolyn McClure serves as the executive assistant to the state architect. Previously Carolyn was the executive assistant to the executive director at the Ohio School Facilities Commission for six years. Prior to that she served a similar role for the Business and Training Division of Columbus State Community College for 13 years.

Ramsey Najjar serves as the energy services manager for the State Architect's Office. He leads the energy services staff on statewide energy conservation and efficiency projects. Ramsey holds a bachelor's degree in mechanical engineering and a master's in energy resources from the University of Pittsburgh. He is a registered professional engineer and a LEED accredited professional.

William Ramsey is SAO's capital planning services manager, leading the financial planning staff for the SAO fiscal and capital projects management. William holds a bachelor's degree in architecture from Iowa State University as well as master's degrees in architecture and construction engineering and management from the University of Michigan. He is a licensed architect and a LEED accredited professional.

Christina Ringley is the program services coordinator for SAO. Previously Christina was a real estate specialist in the Ohio Department of Administrative Services Office of Real Estate and Planning for more than two years. Prior to that she worked in the private sector for a small real estate development and property management company in Columbus. She also worked for more than 10 years in advertising and marketing for various private firms.

Form and contract updates



The Statement of Qualifications (SAO-F110-330) form was updated in October and again in December. Minor changes were made to the instructions with regard to construction manager submittals and the definition of contracting authority. On Part II of the form, the professional services revenue index numbers were changed. The changes made to the form are highlighted in yellow. To download a new copy of the Statement of Qualifications, go to the SAO Web site at <http://ohio.gov/sao> and click on Forms.

For the past few months, SAO has been working closely with the Ohio Attorney General's Office and DAS legal counsel to develop a number of significant updates to our agreements, contracts, and conditions. At the end of November, we released six professional services agreements and associated supporting documents. The release includes four Architect/Engineer (A/E) Agreements and two Construction Management (CM) Agreements that incorporate industry best practices, including sustainable design using the Leadership in Energy and Environmental Design (LEED) rating system, coordination with an independent commissioning agent, and provisions to allow use of building information modeling tools with collaborative sharing of electronic files. We also have included identification of OAKS Capital Improvements business processes in appropriate locations throughout the documents.

The first agreement in the A/E family is C110-01 - Architect/Engineer Agreement (Stipulated Sum Project). This version of the A/E agreement should be used with the Stipulated Sum (Multiple-Prime) or Stipulated Sum (Single-Prime) versions of the Standard Requirements.

The second document is C110-01L - Architect/Engineer Agreement (Stipulated Sum LEED Project). This version of the A/E agreement may be used with the Stipulated Sum (Multiple-Prime) or Stipulated Sum (Single-Prime) versions of the Standard Requirements, when the Owner has established a LEED certification goal for the Project.

The third document is C110-03 - Architect/Engineer Agreement (CM Project). This version of the A/E agreement should be used with the Construction Manager (Multiple-Prime Contract) version of the Standard Requirements.

The final document in the A/E family is C110-03L - Architect/Engineer Agreement (CM LEED Project). This version of the A/E agreement may be used with the Construction Manager (Multiple-Prime Contract) version of the Standard Requirements, when the Owner has established a LEED certification goal for the Project.

These A/E agreements must be used in conjunction with Exhibit #1 - Scope of Architect/Engineer Agreement, which consists of two components. The first is an Excel spreadsheet (F110-03-AE_Exhibit_1.xls), including a breakdown of the fee, completed by the prospective A/E. The second is a Word document (F110-03-AE_Exhibit_1-Part2+.doc), including a description of the project, names and addresses of each consultant proposed for the agreement, and any modifications to the agreement. Part 2 is completed by the contracting authority at the time the agreement is prepared. Together, these three components form a complete A/E Agreement.

The first document in the CM family of agreements includes C120-01 - Construction Management Agreement. This version of the CM agreement should be used with the Construction Manager (Multiple-Prime) version of the Standard Requirements.

The other agreement in the CM family is C120-01L - Construction Management Agreement (LEED Project). This version of the CM agreement should be used with the Construction Manager (Multiple-Prime) version of the Standard Requirements.

These CM agreements must be used in conjunction with Exhibit #1 - Scope of Architect/Engineer Agreement, which consists of two components. The first is an Excel spreadsheet (F120-09-CM_Exhibit_1-Part1.xls), including a breakdown of the fee, completed by the prospective A/E. The second is a Word document (F120-09-CM_Exhibit_1-Part2+.doc), including a description of the project, names and addresses of each consultant proposed for the agreement, and any modifications to the agreement. Part 2 is completed by the contracting authority at the time the agreement is prepared. Together, these three components form a complete CM Agreement.

Drug-Free Workplace Program clarification

In August and September, we released revisions to our Solicitation and Instructions to Bidders documents that modified the requirements for the Drug-Free Workplace Program (DFWP). This change has raised a few questions regarding the requirements for the program, and we want to take this opportunity to clarify the situation.

When the DFWP was established by an Executive Order of the Governor, it required bidders to be enrolled prior to submitting a bid. In 2006, the legislature codified the language into permanent law in the Ohio Revised Code. This language requires a contractor to be enrolled prior to providing labor on site.

Bidders are strongly encouraged to be enrolled prior to submitting their bid, to ensure the contract award process follows the statutory timeline, but this is not required. Contractors must be enrolled before we execute their contract, and subcontractors must be enrolled before we will approve their use by the contractor.

DAS proposes revised energy rules



On Nov. 30, SAO Energy Services proposed rules that modify Chapter 123:4 of the Ohio Administrative Code. These rules were respond to H.B. 251 passed by the 126th General Assembly that required energy efficiency standards for state-funded buildings.

In the proposed rules, standards have been established for energy consumption of buildings owned and leased by state agencies, life-cycle cost analysis, certification of building operators, tracking of energy consumption, and procedures to authorize building managers to administer energy installment payment contract projects.

The consumption standard utilizes the Architecture 2030 goals, which were recently adopted by the National Governors Association. This standard for new construction starts with the effective date of the rules at 50 percent reduction from the average commercial building energy efficiency and increases the reduction percentage incrementally until the year 2030, when the standard stipulates buildings must be designed as net zero fossil fuel emitting. The standard for renovations establishes a 50 percent reduction and does not increase over time.

Copies of the proposed rules are available on the Register of Ohio Web site at <http://www.registerofohio.state.oh.us>. A public hearing will be held at 9 a.m. Jan. 4 in Conference Room No. 2793 at the Rhodes State Office Tower, 30 E. Broad St., 27th Floor, Columbus, Ohio, 43215. All interested persons may provide oral or written testimony. Written comments should be sent no later than Dec. 30 to Darren.shulman@das.state.oh.us.

Columbus State completes Delaware Hall fitness room addition



Columbus State Community College has expanded their sports and fitness management program with a new training room offering a large assortment of fitness equipment and wellness programs.

The new health and fitness center, named the Human Performance Center, is located in Delaware Hall on the Columbus campus. The project was part of \$4.9 million total renovation to Delaware Hall that also included a wing for the Public Safety Center. The Public Safety Center houses such amenities as a new emergency operations center, central monitoring center and a service area for public safety vehicles.

Contractors for the project included Williamson Builders, MRS Industrial, Converse Electric and Tri-M Group. The renovations were designed by Feinknopf, Macioce & Schappa Architects and the SAO representatives were Teri Johnson and Kathy Stewart.

Dedication and groundbreaking ceremonies held at Camp Perry

Two Ohio National Guard ceremonies took place in October for improvement projects at Camp Perry in Port Clinton. Camp Perry is the home of the annual National Matches competition and the Civilian Marksmanship Program north headquarters.

First, a photovoltaic solar field that is now producing power for the Camp Perry Training Center was dedicated. Completed in August, the \$3.37 million solar energy power generation field has already substantially reduced Camp Perry utility bills, reported by Adjutant General of Ohio Maj. Gen. Greg Wayt.

In addition, Rep. Marcy Kaptur of the 9th Congressional District and the adjutant general, joined other Ohio public officials in a ceremonial groundbreaking for the new Camp Perry barracks (pictured right). The \$2 million project will provide a 9,340 square-foot, two-story facility with 70 rooms that can house soldiers two to a room and competitors four to a room. The new barracks are part of the long-range plan to replace almost all of the World War II era huts, except for a small number that will be designated for historic preservation purposes.



For more information about the Ohio National Guard, go to <http://www.ong.ohio.gov>.

New Web site launched

The Ohio Department of Administrative Services (DAS) launched a new Web site in November. We have created a site that is more user-friendly with a cleaner, more organized format. Because the new Web site is built on a different technological platform, your browser bookmarks or hyperlinks may need to be updated.

To get you started, here are the most commonly used links for the State Architect's Office and related services.

- DAS Home Page: <http://das.ohio.gov>
- SAO Home page: <http://ohio.gov/sao>
- Construction Bidding Opportunities: <http://das.ohio.gov/saobids>
- SAO College: <http://das.ohio.gov/sacollege>
- OAKS Capital Improvements: <http://ci.oaks.ohio.gov>

If you have any questions or suggestions for the new Web site, contact Angie Carder of the State Architect's Office at angie.carder@das.state.oh.us.

Utilizing the help desk for OAKS CI projects



When OAKS Capital Improvements (OAKS CI) users encounter issues using the OAKS CI application, the correct protocol is to call the OAKS help desk (Tier 1) to log a ticket. To contact the OAKS helpdesk, call 614.644.6625, 1.888.644.6625 or send an e-mail to oaks.helpdesk@oaks.state.oh.us.

To ensure you receive the quickest possible response, be prepared to provide the following information to the help desk agent:

- State that you are reporting an issue with OAKS CI. (Note OAKS has five modules so the key is to state your issue is with OAKS CI.)
- Provide contact information where we can reach you to discuss your problem.
- Provide your OAKS CI username.
- Provide a brief description of the problem or issue.
- If you have screen prints or other documentation, provide them using the e-mail address above.

The initial person you talk to is a gatekeeper who will route your problem to the correct group of experts, in this case the OAKS CI level 2 helpdesk.

All tickets are reviewed on receipt and assigned to the best available person for follow up and resolution. Typically the assigned person will contact you within a few hours to begin resolving the issue.

OAKS CI user agreement reminders

Recently, the OAKS Capital Improvements (OAKS CI) help desk has encountered several users logging into OAKS CI using a co-worker's credentials. This is a violation of the OAKS CI user agreement.

Each user needing access to OAKS CI must complete Form F010-01 Application for OAKS CI Access. When completing this form the potential user agrees to "not allow others to share my access and will report any security concerns related to my access to the OAKS helpdesk." Failure to abide by this policy may result in loss of access to OAKS CI.

Please contact your project manager to obtain the Application for OAKS CI Access or go to the State Architect's Web site at <http://ohio.gov/sao> and click on Forms. The form should be e-mailed to the appropriate SAO project manager for completion of the sponsorship section and approval. The project manager then forwards the application to the OAKS CI Project Administrator who will provide your username and temporary password via e-mail.

When entering OAKS CI for the first time, users must change the temporary password to a password that is more familiar. Go to Preferences > Tools > Security to change the password. Users also should set up and answer the three security questions to allow password recovery.

2009 SAO College attended by more than 350 people



SAO College Fall 2009, which took place in September in three cities, was attended by more than 350 architects, engineers, construction managers, contractors and state agency/institution representatives. SAO would like to thank all those who attended and we look forward to providing SAO College in 2010.

Also, during 2010, SAO is considering to offer periodic "mini" SAO College training sessions throughout the year which will be open to the public. Stay tuned to SAO eNews for announcements about upcoming SAO training opportunities.

SAO holiday gift notice

As we approach the holiday season, the SAO staff extends our thanks to each of you for your work this year on capital improvement projects for the state.

This is the time of year to be mindful of our mutual ethical obligations with respect to gift giving. To ensure our compliance with those obligations, our staff will not accept (and will make arrangements to return) any holiday gifts. In addition, it is requested that SAO vendors not make charitable contributions in the name of any SAO employees or the office.

SAO eNews archive

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