

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT: OPI Construction Guidelines	PAGE <u> 1 </u> OF <u> 5 </u> .
	NUMBER: 21-CAM-02
RULE/CODE REFERENCE:	SUPERSEDES: 21-CAM-02 dated 11/20/00
RELATED ACA STANDARDS:	EFFECTIVE DATE: February 27, 2012
	APPROVED: 

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE

The purpose of this policy is to provide the Construction Guidelines for Ohio Penal Industries when contracted for construction or renovation with the Ohio Department of Rehabilitation and Correction.

III. APPLICABILITY

This policy applies to all persons employed by the Ohio Department of Rehabilitation and Correction (DRC), independent contractors providing services to the Department, inmates, and volunteers.

IV. DEFINITIONS

Actual Labor Cost - A certifiable payroll cost of all involved personnel except for DRC employees maintained on OPI or other payroll.

Associate - The individual or firm responsible for providing professional design services and contract administration for the project, according to a Professional Design Agreement with the Department.

Construction Documents - The approved drawings, Specifications, Shop Drawings, Change Order, Change Orders Procedures, Pricing Guidelines, General & Special Conditions.

Contractor - Ohio Penal Industry.

Construction Completion - The date upon which all deficiencies noted in the Punch List have been corrected, the Contractor's Work is 100% complete, and the Contractor has complied with all conditions precedent to final payment and release retainage.

Drawings - The graphic and pictorial portions of the Construction Documents showing the design, type of construction, location, dimensions, and character of the work to be provided by the Contractor, generally including plans, elevations, sections, details, schedules, diagrams, notes and portions of Specification.

Owner - The state agency (DRC) for whom the project is being constructed.

Project - The public improvement to be constructed, of which the work performed under the Construction Documents, may be the whole or a part.

Punch List - A list of items of work to be completed or corrected by the Contractor as a condition precedent to construction completion.

Specifications - Those portions of the Construction Documents consisting of the written requirements and standards for materials, equipment, construction systems and workmanship as applied to the work and certain administrative details applicable thereto.

Work - The construction services required by the Construction Documents, to include all labor, materials, equipment, and services performed or provided by the Contractor for the Project.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction that all staff shall follow the construction procedures as outlined in this directive.

VI. PROCEDURES

A. Project Assignment

OPI as A General Contractor

1. The CAM Chief shall send a request, including drawings and specifications, to the Chief of OPI or designee for construction services in those situations where OPI shall serve as a general contractor in the construction of projects, either through local administration or Department of Administrative Services (DAS) administered project.
2. The OPI Chief or designee shall review and evaluate the documents and submit the construction budget and schedule as follows:
 - a. The itemized estimated budget for construction shall consist of the following breakdown:
 - i. Actual Material Cost;

- ii. Actual Labor Cost;
 - iii. Fringes;
 - iv. Equipment Rentals;
 - v. Purchased Equipment;
 - vi. Trucking;
 - vii. Overhead (10%);
 - viii. Contractor Mark-up (10%) on Subcontractor;
- b. The proposed Construction schedule shall consist of the following breakdown:
 - i. Start/End Date of Construction (By phase);
 - ii. Completion Date;
 - iii. Occupancy Date.
3. The CAM Chief or designee shall evaluate the OPI Chief or designee's proposal, in consultation with the associate.
4. The CAM Chief shall either approve or disapprove the OPI Chief proposal on the subject project.
 - a. If approved, the Business Office shall release funds to enter into a construction contract with OPI using the Agreement/CAM (DRC1728). The CAM Chief shall send the Notice to Proceed to the OPI Director.
 - b. The CAM Chief or designee shall assign a project manager from the CAM staff.
 - c. If disapproved, the CAM Chief shall notify the OPI Chief in writing within seven (7) calendar days.

B. Construction Guidelines

1. The OPI Chief or designee shall assign a project manager and a construction crew of inmates.
2. OPI staff shall supervise the inmate construction crew during the construction period.
3. OPI shall follow all construction procedures according to the Office of the State Architect-Standard Conditions of Contract for Construction - Article 2-The Contractor.

C. Construction Phase Coordination

OPI shall follow the Construction Phase Coordination according to the Office of the State Architect-Standard Conditions of Contract for Construction – Article 4.

D. Changes in the Work

OPI shall follow the changes in the work procedures according to the Office of the State Architect-Standard Conditions of Contract for Construction – Article 7, when requiring any changes in the work (DRC Form#1724, 3pages).

E. Dispute Resolution

OPI shall follow the Office of the State Architect-Standard Conditions of Contract for Construction- Article 8, for Dispute Resolution Procedures when any dispute arises on the job.

F. Payment Procedures

OPI shall provide Construction Cost Breakdowns and Construction Payment Requests according to the Office of the State Architect-Standard Conditions of Contract for Construction- Article 9 using the Change Order Cost Summary (DRC1724).

G. Contract Completion

OPI shall follow the Office of the State Architect-Standard Conditions of Contract for Construction- Article 11, for Contract Completion Procedures utilizing the (DRC Form#1725, 1page) and Certificate of Warranty Commencement (DRC1730).

H. Contract Termination

OPI shall follow the Office of the State Architect-Standard Conditions of Contract for Construction- Article 13, for Contract Termination Procedures when situations call for such condition.

I. Shop Drawings and Samples

OPI shall follow the Office of the State Architect-Standard Conditions of Contract for Construction- Article 14, for Shop Drawings & Samples during the construction of the project.

J. Subcontractor and Material Supplies

OPI shall follow the Office of the State Architect-Standard Conditions of Contract for Construction- Article 15, for Shop Drawings & Samples during for the construction of the project.

K. Indemnification

OPI shall follow the Office of the State Architect-Standard Conditions of Contract for Construction- Article 16, for indemnification for any injury or damages occurred during the construction of the project.

L. Audit and Record Examination

OPI shall follow the Office of the State Architect-Standard Conditions of Contract for Construction- Article 17, for Audit & Record Examination.

Related Department Forms:

Change Order Cost Summary	DRC1724
Agreement/CAM	DRC1728
Certificate of Warranty Commencement	DRC1730